

# Financial Audit Notification

Date: [Insert Date]

To: [Charity Organization Name]

Address: [Charity Address]

Dear [Charity Organization Leader's Name],

We are writing to inform you that a financial audit will be conducted on [Charity Organization Name] for the financial year [Insert Year]. This audit is part of our commitment to transparency and accountability in our operations.

The audit is scheduled to begin on [Start Date] and is expected to conclude by [End Date]. Our auditing team, [Auditing Firm's Name], will reach out to coordinate access to necessary financial documents and records.

We appreciate your cooperation and commitment to ensuring that our financial practices align with best standards and regulations. If you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]