

Charity Compliance Notification

Date: [Insert Date]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

Dear [Charity Name] Team,

We are writing to inform you of the need for compliance regarding your charity's financial records. As a recognized charitable organization, it is imperative that all financial transactions and records are maintained accurately and transparently in accordance with applicable laws and regulations.

To ensure compliance, we request the following documents be submitted by [Insert Due Date]:

- Annual financial statements
- Detailed transaction records for all donations
- Receipts for expenditures
- Any relevant correspondence

Please be aware that failure to provide the requested documentation may result in compliance issues. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]