

Payment Portfolio Audit Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request information regarding the payment portfolio audit for the fiscal year [Insert Year]. As part of our ongoing commitment to maintain accurate records and ensure compliance, we would like to conduct a comprehensive review of our payment transactions.

Specifically, we would appreciate your assistance in providing the following details:

- Transaction history for the period of [Insert Start Date] to [Insert End Date].
- Any discrepancies or flags noted during previous audits.
- Relevant documentation related to payment approvals and rejections.

Please let us know if you require any further information or if there are specific procedures we should follow to facilitate this inquiry.

We look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]