

Financial Audit Approval Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that we have completed our internal financial review and are ready to proceed with the external audit process for the fiscal year ended [Insert Fiscal Year End Date]. We hereby request your confirmation to conduct the external examination of our financial statements.

The external audit will cover the following areas:

- Review of financial statements
- Compliance with relevant regulations
- Assessment of internal controls

Please confirm your acceptance of this request and provide us with your proposed timeline for the audit process. We look forward to your cooperation and support in ensuring a comprehensive review.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]