

Financial Audit Directive

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Your Organization]

Subject: Financial Audit Directive for Funding Accountability

Dear [Recipient's Name],

In light of our commitment to uphold transparency and accountability in the management of our funding, we are issuing this directive for a comprehensive financial audit of [Project/Program Name]. The audit is intended to ensure that all funds are utilized effectively and in accordance with the established guidelines.

The following objectives outline the scope of the audit:

- To verify that all funds have been utilized according to the approved budget.
- To assess compliance with funding agreements and regulations.
- To identify any discrepancies or areas for improvement in financial management practices.

The audit is scheduled to commence on [Start Date] and is expected to conclude by [End Date]. We kindly ask your cooperation and support in facilitating the audit process by providing the necessary documentation and access to relevant personnel.

We appreciate your attention to this important matter and look forward to your prompt response.

Best Regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]