

Charity Audit Compliance Notification

Date: **[Insert Date]**

[Charity Name]

[Charity Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to notify you regarding the upcoming audit of our charity organization, [Charity Name]. As part of our commitment to transparency and compliance with applicable regulations, we will be undergoing an audit conducted by [Auditor's Name/Company].

The audit is scheduled for [Start Date] to [End Date]. During this period, we kindly ask for your cooperation in providing any requested documents and information to the audit team.

Please feel free to reach out to us at [Contact Information] if you have any questions or require further information.

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[Contact Information]