

# Charity Audit Deadline Reminder

Date: [Insert Date]

To: [Charity Name]

Dear [Recipient's Name],

This is a friendly reminder that the deadline for submitting the annual audit for [Charity Name] is approaching. Please ensure that all necessary documents are gathered and submitted by [Insert Deadline Date].

We appreciate your attention to this important matter and your commitment to transparency and accountability.

If you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your continued dedication to our cause.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]