

Charity Audit Document Request

Date: [Insert Date]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing effort to maintain transparency and accountability in our operations, we are conducting a routine audit of our records.

To facilitate this process, we kindly request that you provide the following documents:

- Financial statements for the last fiscal year
- Bank statements for the last year
- Receipt books and donation logs
- Minutes from board meetings for the last year
- Any additional documents related to financial transactions

We would appreciate receiving these documents by [Insert Due Date]. If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your cooperation and support in this matter.

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[Charity Phone Number]

[Charity Email Address]