

Dear [Stakeholder's Name],

We hope this message finds you well. As part of our commitment to transparency and accountability, we are conducting our annual audit for the fiscal year [Year].

This audit is crucial in ensuring the proper stewardship of the resources entrusted to us by our donors, volunteers, and the community. We value your input and support, and we invite you to participate in this process.

During the audit, you may receive communications from our audit team requesting information or clarification regarding our financial practices. We kindly ask for your cooperation to facilitate a smooth and efficient review.

The final report of the audit will be shared with all stakeholders and will detail our findings and any recommendations for improvement. We appreciate your understanding and support as we strive to enhance our operations.

If you have any questions or would like to discuss this further, please do not hesitate to reach out to us at [Contact Information].

Thank you for your ongoing support of [Charity Name]. Together, we can continue to make a positive impact in our community.

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[Charity Contact Information]