

# Royalties Audit Documentation Request

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

[Insert City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing commitment to transparency and accuracy, we are conducting a royalties audit for the period of [Insert Audit Period]. To assist us in this process, we kindly request your cooperation in providing the following documentation:

- Sales reports related to the royalties generated during the specified period.
- Contracts and agreements relevant to the royalties in question.
- Any correspondence related to royalty calculations and payments.
- Documentation of any deductions made from royalties.

Please submit the requested documents by [Insert Deadline Date] to ensure a timely audit process. Your collaboration is vital in upholding the integrity of our financial practices.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]