

Royalties Audit Inquiry

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally inquire about the royalties associated with [specific project or work] for which we have an agreement dated [date of agreement]. As part of our regular audit practice, we are conducting a detailed review of the royalty statements for the period of [start date] to [end date].

We would appreciate your assistance in providing a comprehensive breakdown of the following:

- Total sales figures for the period
- Royalty rates applied
- Any deductions made
- Payment history and dates
- Any related agreements or changes

Please send us the requested information by [specific deadline] to facilitate our auditing process. Should you have any questions or require further clarification, feel free to contact me directly at [phone number] or [email address].

Thank you for your cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]