

Request for Explanation of Royalties Audit Process

[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 message finds you well. I am writing to formally request clarification regarding the royalties audit process as it pertains to my account. Understanding the procedures involved is crucial for ensuring transparency and accuracy in the auditing of royalties.

Specifically, I would appreciate details on the following points:

- The timeline for the audit process.
- The criteria used for selecting accounts for audit.
- The methodology applied during the audit.
- How to address any discrepancies that may arise.

Your prompt response to these inquiries would be greatly appreciated and will help enhance our ongoing partnership. Thank you for your attention to this matter.

Sincerely,

[Your Name]