

# Royalties Audit Review Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing efforts to ensure transparency and accuracy in our financial records, we are conducting a royalties audit for the period of [Insert Time Period]. We would like to request your assistance in reviewing specific items related to this audit.

The items we would like to audit include:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

We kindly ask that you provide the relevant documentation and any additional information concerning these items by [Insert Deadline], to facilitate a thorough review.

If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address]. We appreciate your cooperation and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]