

# Audit Request Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request the audit of the pension fund managed by [Company/Organization Name] for the period of [specific time frame]. This audit is essential to ensure compliance with regulatory standards and to assess the financial health of the pension fund.

We kindly ask that you provide us with the relevant documents and reports including but not limited to:

- Pension fund financial statements
- Investment policies and performance reports
- Participant contributions and distributions
- Any relevant correspondence with regulatory bodies

Please confirm your availability for a meeting to discuss this audit request further. We appreciate your cooperation and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]

[Your Contact Information]