

Balance Sheet Examination

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to inform you that our firm will be conducting an examination of the balance sheet for [Company Name] for the fiscal year ending [End Date]. This examination aims to ensure that the financial statements accurately reflect the company's financial position.

Please provide the following documents at your earliest convenience:

- Latest balance sheet
- General ledger
- Accounts receivable and payable listings
- Inventory records
- Any other relevant financial documentation

Our team will review these materials and arrange a meeting to discuss any findings or concerns. We appreciate your cooperation in this matter.

Thank you for your attention, and we look forward to working with you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]