

# Financial Audit Inquiry

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are currently conducting a financial audit for the fiscal year ending [Insert Date], and we require your assistance in gathering relevant information. Your cooperation is crucial for ensuring the accuracy of our audit process.

Specifically, we request the following information:

- [Specific Document/Information #1]
- [Specific Document/Information #2]
- [Specific Document/Information #3]

We would appreciate receiving the requested documents by [Insert Deadline]. If you have any questions or need further clarification regarding this inquiry, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]