

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an audit of our accounts for the fiscal year ending [Year]. This review is essential to ensure compliance with regulatory standards and to maintain the integrity of our financial reporting.

We would appreciate if you could provide us with a timeline for the audit process, including the necessary documents and resources required from our side to facilitate this review.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] for any further discussion or clarification needed.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]