

Internal Account Audit Inquiry

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Inquiry Regarding Internal Account Audit

Dear [Recipient's Name],

I hope this message finds you well. As part of our internal audit process, we are conducting a review of the account activities for the [specific department or account name] and require some information to ensure compliance and accuracy.

Specifically, we would like to request the following:

- [Request 1]
- [Request 2]
- [Request 3]

Your prompt response to this inquiry would be greatly appreciated, as it will assist us in completing the audit in a timely manner. Please let us know if you need any further clarification regarding our requests.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]