

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to maintaining transparency and accountability, we would like to inform you that a periodic audit of our accounts will be conducted starting from [Start Date] to [End Date].

The purpose of this audit is to review and ensure the accuracy of our financial records, compliance with relevant regulations, and to promote best practices within our organization.

We appreciate your cooperation during this period. Should you have any questions or require further information, please feel free to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]