

Preliminary Account Audit Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We are conducting a preliminary audit of our accounts for the fiscal year [insert fiscal year] and would like to request your assistance in this process.

Please provide the following documents and information at your earliest convenience:

- Current account statements
- Transaction records for the past [insert time period]
- Any supporting documentation related to significant transactions

We appreciate your cooperation in this matter and look forward to your prompt response. Should you have any questions, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]