

Routine Account Audit Solicitation

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that as part of our commitment to maintaining the highest standards of accountability and transparency, we will be conducting a routine audit of our financial accounts for the period ending [Insert Period].

This audit will be essential in ensuring that our financial practices comply with applicable regulations and to enhance the integrity of our financial reporting.

To facilitate this process, we kindly request your cooperation in providing access to necessary documents and information. Our audit team will reach out to you shortly to discuss the specifics and schedule a time for the audit.

Thank you for your attention to this matter. If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]