

Annual Audit Notification

Date: [Insert Date]

To: [Charitable Entity Name]

Address: [Charitable Entity Address]

Dear [Charitable Entity Contact Name],

This letter serves as a formal notification that, in accordance with [relevant laws or regulations], your organization is required to undergo an annual audit for the fiscal year ending [Insert Date].

The audit will be conducted by [Auditor Firm Name], and it is scheduled to take place during the month of [Insert Month]. We kindly request your cooperation in providing all necessary documentation and access to your financial records to facilitate a smooth auditing process.

If you have any questions or need assistance in preparing for the audit, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]