

Revenue Recognition Compliance Audit Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing commitment to compliance and financial transparency, we would like to inform you that a Revenue Recognition Compliance Audit will be conducted on [insert date or time period].

This audit will encompass an evaluation of our revenue recognition practices in accordance with relevant accounting standards and regulations. Our aim is to ensure that all revenue is recognized accurately and in a timely manner, reflecting true financial performance.

Please prepare the necessary documentation and access to systems as outlined in the attached audit plan. Should you have any questions or require further clarification, feel free to reach out to our audit team at [insert contact information].

Thank you for your cooperation and support in this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]