

Compliance Audit Notification

Date: [Insert Date]

[Nonprofit Organization Name]

[Nonprofit Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that a compliance audit will be conducted for [Nonprofit Organization Name] as part of our commitment to ensure adherence to federal, state, and local regulations and best practices in nonprofit governance.

The audit is scheduled to take place from [Start Date] to [End Date]. Our external audit team, [Audit Firm Name], will oversee the process, and we expect their presence at our main office located at the address mentioned above.

The purpose of this audit is to evaluate the compliance of our organization with applicable laws, regulations, and internal policies. Please review the attached documents for details on the documents and information you will need to provide prior to the audit.

If you have any questions or need further clarification, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and dedication to ensuring our organization remains compliant and transparent.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]