

Government Audit Advisory

Date: [Insert Date]

To: [Municipality Name]

Address: [Municipality Address]

Dear [Recipient's Name],

Subject: Advisory on Upcoming Audit Procedures

We would like to inform you about the upcoming audit scheduled for your municipality. This audit is part of our commitment to ensuring transparency and accountability in public financial management.

Please find below the key details regarding the audit:

- **Audit Period:** [Insert Audit Period]
- **Audit Objectives:** [Insert Objectives]
- **Auditors Assigned:** [Insert Auditors' Names/Contact Information]

We recommend preparing the following documentation in advance:

- Financial Statements and Reports
- Budget Documents
- Meeting Minutes of Council Sessions

Should you have any questions or require further information, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Contact Information]