

# Government Audit Instruction

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Audit Instructions for Grant Compliance

Dear [Recipient's Name],

We are writing to inform you of the upcoming audit concerning the [specific grant name or number] that your organization received from [Granting Agency]. This audit is conducted to ensure compliance with the terms of the grant agreement and applicable regulations.

Please find below the instructions and requirements for the audit process:

1. Provide access to all financial records related to the grant, including but not limited to receipts, invoices, and transaction logs.
2. Prepare a summary report detailing the expenditures related to the grant, including justifications for each expense.
3. Ensure that all project-related documentation is accessible, including progress reports and correspondence with [Granting Agency].
4. Make available the necessary personnel who can answer questions and provide additional information during the audit.

The audit is scheduled to take place on [insert date]. Please confirm your availability to meet our auditing team at your earliest convenience.

Should you have any questions or require further clarification, do not hesitate to contact us at [Contact Information]. We appreciate your cooperation in this matter.

Thank you for your attention to this important audit process.

Sincerely,

[Your Name]

[Your Title]

[Department/Agency Name]

[Contact Information]