

# Government Audit Notice

**Date:** [Insert Date]

**To:** [Business Name]

**Address:** [Business Address]

Dear [Business Owner's Name],

We are writing to inform you that your business has been selected for a government audit to ensure compliance with applicable laws and regulations. This audit will cover the period from [Start Date] to [End Date].

The audit is scheduled to take place on [Audit Date] at your business premises. We kindly ask that you prepare and have the following documents available for review:

- Financial Statements
- Tax Returns
- Employment Records
- Any Additional Documents Relevant to the Audit

Please confirm your availability for the audit date by contacting us at [Contact Information]. Your cooperation in this matter is greatly appreciated, and we look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Contact Information]