

Government Audit Notification

Date: [Insert Date]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that the [Government Agency Name] will be conducting an audit of your organization's financial records and compliance with applicable regulations. This audit is a routine procedure aimed at ensuring transparency and accountability in non-profit organizations operating with public funds.

The audit is scheduled to commence on [Insert Start Date] and will continue until [Insert End Date]. We request your full cooperation during this process. Please ensure that all relevant financial documents, records, and any necessary personnel are available for review.

Should you have any questions or require further clarification regarding the audit process, please do not hesitate to contact our office at [Contact Information]. We appreciate your attention to this matter and look forward to working together to ensure a smooth audit process.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Government Agency Name]