

# External Financial Audit Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an external financial audit for [insert period or specific financial records]. As part of our ongoing commitment to transparency and accountability, we believe an external audit will provide valuable insights and enhance our financial credibility.

We would appreciate your expertise and collaboration in conducting this audit, and we are available to discuss any specific requirements or information you may need to proceed.

Please let us know your availability for a preliminary discussion at your earliest convenience. We look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]