

Account Audit Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an audit of my account, [Insert Account Number or Reference]. After reviewing my recent statements, I have identified some discrepancies that I believe require a thorough examination.

Specifically, I have concerns regarding the following transactions:

- [Describe Transaction 1]
- [Describe Transaction 2]
- [Describe Transaction 3]

I would appreciate your prompt attention to this matter and request that you provide me with a summary of your findings following the audit. Please let me know if you require any additional information or documentation from my side.

Thank you for your cooperation.

Sincerely,

[Your Name]