

External Audit Verification Notice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that our company will be undergoing an external audit for the fiscal year ending [Fiscal Year End Date]. As part of this process, we are required to verify certain information and documentation pertaining to our financial records and transactions.

As a valued partner, we kindly request your cooperation in providing the following documents by [Deadline Date]:

- [Document 1]
- [Document 2]
- [Document 3]

Please ensure that all requested information is accurate and submitted in a timely manner to facilitate a smooth audit process.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]