

# Financial Audit Confirmation Notification

Date: [Insert Date]

To: [Recipient Name]

Subject: Notification of Financial Audit Confirmation

Dear [Recipient Name],

We are writing to formally notify you that a financial audit will be conducted for the period of [Insert Time Period]. This audit is essential to ensure accuracy and compliance with our financial reporting standards.

The audit will be carried out by [Insert Auditor's Name/Company] starting from [Insert Start Date] to [Insert End Date]. We kindly request your full cooperation during this process to facilitate a smooth audit experience.

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

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]