

Audit Scope Limitation Notice

Date: [Insert Date]

To: [Insert Recipient's Name]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Recipient's Name],

Subject: Audit Scope Limitation Due to Insufficient Data Access

We are writing to inform you that during the course of our audit for the fiscal year [Insert Year], we encountered limitations in our scope of work due to insufficient access to relevant data and documentation. Specifically, the following areas were impacted:

- [Specify Area 1]
- [Specify Area 2]
- [Specify Area 3]

The limited access to necessary data has restricted our ability to fully assess and validate certain transactions, controls, and procedures that are critical to our audit objectives.

We recommend that the relevant records and documents be made available to facilitate a complete audit review. Your cooperation in resolving these access issues is crucial. Please feel free to reach out to us at your earliest convenience to discuss how we can move forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]