

Audit Scope Limitation Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of a limitation encountered during the audit of [Company Name] for the financial year ending [Insert Date]. Despite our diligent efforts, we were unable to obtain certain documents and records that are essential for completing our audit procedures.

The specific documents that were not available include:

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

As a result of the unavailability of these documents, we will not be able to perform certain audit procedures, which may affect our assessment of the financial statements. Consequently, we will issue an audit report that reflects this limitation in scope.

We appreciate your cooperation and assistance throughout this audit process. Should additional documents become available, please feel free to reach out, and we can reevaluate the audit situation.

Thank you for your understanding. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]