

# Audit Scope Limitation Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Audit Scope Limitation

Dear [Recipient's Name],

We are writing to inform you about a limitation on the scope of our audit for the financial year ending [Insert Year]. Due to unexpected operational disruptions, specifically [briefly describe the operational disruptions], we encountered challenges in obtaining certain necessary documentation and information.

As a result, the audit was impacted in the following ways:

- [Describe specific areas affected]
- [Describe specific areas affected]
- [Describe specific areas affected]

While we have made every effort to mitigate these limitations and ensure a comprehensive audit process, it is essential to highlight that these operational disruptions may affect the reliability of the financial statements presented.

We appreciate your understanding and cooperation during this challenging period. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company]