

Audit Evidence Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As part of our audit process for the financial year ending [Insert Year], we request your assistance in providing the following bank reconciliation details:

- Bank Statements for the period from [Start Date] to [End Date].
- Reconciliation Statements for each month within the period.
- Supporting documentation for any reconciling items.

We appreciate your cooperation in this matter and request that you provide the information by [Insert Deadline]. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]