

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Request for Audit Evidence - Contractual Agreements Review

Dear [Recipient Name],

As part of our ongoing audit process, we are conducting a review of the contractual agreements related to [specific area or project] for the period of [start date] to [end date]. To ensure a comprehensive evaluation, we kindly request your assistance in providing the necessary audit evidence.

Specifically, we would appreciate if you could provide the following documents:

- Copies of all relevant contractual agreements
- Supporting correspondence associated with these agreements
- Any amendments or modifications made to the contracts
- Related invoices and payment records

Please submit the requested documents by [due date] to assist us in completing our audit efficiently. If you have any questions or need further clarification, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and timely assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]