

Audit Evidence Request for Expense Report Verification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are currently conducting an audit of the financial statements for [Company Name] for the fiscal year ending [Fiscal Year End Date]. As part of this process, we require your assistance in providing supporting documentation for the expense report submitted for the period [Insert Relevant Period].

Please provide the following documents related to the expense report:

- Receipts and invoices for all claimed expenses.
- Approval emails or memos related to the expenses.
- Any relevant correspondence regarding the expenses.
- Travel itineraries, if applicable.

We kindly request that you submit these documents by [Insert Due Date] to ensure the timely completion of our audit process. If you have any questions or require further clarification, please do not hesitate to reach out to me directly at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]