

# Audit Evidence Request

Date: [Insert Date]

[Auditor's Name]

[Auditor's Firm]

[Firm's Address]

[City, State, Zip Code]

To: [Client's Name]

[Client's Position]

[Client's Company]

[Company's Address]

[City, State, Zip Code]

Dear [Client's Name],

As part of our audit of the financial statements of [Client's Company] for the year ended [Year End Date], we require certain audit evidence to support our opinion. We kindly request the following documentation:

- Latest bank statements for all accounts.
- Accounts receivable aging report.
- Inventory valuation report as of [Year End Date].
- List of fixed assets and related depreciation schedules.
- Any material contracts or agreements in place as of [Year End Date].
- Confirmation of liabilities from key vendors.

Please provide the requested documents by [Due Date]. If you have any questions or require clarification, feel free to contact us.

Thank you for your assistance in this matter.

Sincerely,

[Auditor's Name]

[Auditor's Position]

[Auditor's Firm]

[Contact Information]