

Audit Evidence Request

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

As part of our audit procedures for the fiscal year ending [Insert Year], we require specific payroll information to conduct a thorough analysis. We kindly request the following documentation:

- Payroll registers for the period of [Start Date] to [End Date]
- Employee contracts and agreements
- Year-to-date employee earnings records
- Payroll tax return copies
- Any amendments made to payroll during the audit period

Please provide these documents by [Insert Deadline] to ensure a timely completion of the audit. If you have any questions or require further clarification, do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]