

Audit Assessment Query

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing audit assessment, we have encountered a few items that require clarification to ensure the accuracy and completeness of our records.

Specifically, we would like to request further information regarding the following:

1. [Query 1 - briefly describe the issue]
2. [Query 2 - briefly describe the issue]
3. [Query 3 - briefly describe the issue]

We appreciate your cooperation in addressing these queries at your earliest convenience. If you require any further details or have questions, please do not hesitate to contact me directly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]