

[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]

Dear [Recipient Name],

I am writing to address some concerns that have arisen during our due diligence audit of [specific project or entity]. We want to ensure transparency and compliance with all applicable regulations.

During our review, we have identified the following areas that require further attention:

- Concern 1: [Brief Description]
- Concern 2: [Brief Description]
- Concern 3: [Brief Description]

We request a meeting at your earliest convenience to discuss these matters in detail and to outline the steps we can take to resolve them. Your cooperation is greatly appreciated, as it will help us move forward with the audit process effectively.

Thank you for your prompt attention to this matter. Please let me know your availability for a meeting.

Sincerely,

[Your Name]

[Your Position]

[Your Company]