

Audit Evidence Sufficiency Confirmation

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Position]

[Insert Organization Name]

[Insert Organization Address]

Dear [Insert Recipient Name],

Subject: Audit Evidence Sufficiency for Operational Audit

As part of our operational audit for the fiscal year ending [Insert Year], we are conducting a review of the evidence and documentation supporting various operational processes and controls within your department.

This letter serves to confirm that we believe the audit evidence collected during our audit procedures is sufficient and appropriate, enabling us to provide a basis for our conclusions and recommendations.

We appreciate your cooperation and the timely provision of documents and information necessary for our audit process.

Thank you for your support, and please do not hesitate to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]