

Audit Evidence Sufficiency Letter

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are currently conducting an assessment of our vendor relationships as part of our ongoing compliance and risk management efforts. Our audit process requires sufficient evidence to evaluate the adequacy and reliability of the services and products provided by your organization.

We kindly request that you provide us with the following documentation to demonstrate the sufficiency of audit evidence related to your services:

- Financial statements for the past three years.
- Copies of relevant insurance policies.
- Audit reports from the previous year, if applicable.
- Documentation of compliance with regulatory standards.
- Evidence of any quality assurance processes in place.

Please submit the requested documents by [Insert Submission Deadline] to ensure we can complete our assessment in a timely manner.

Thank you for your cooperation. If you have any questions regarding this request, please feel free to contact me at [Your Email] or [Your Phone Number].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]