

Audit Risk Management Discussion Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are in the process of conducting our audit for the fiscal year ending [Insert Year] and would like to schedule a discussion to review our assessment of the key risks associated with your operations.

The purpose of this discussion is to enhance our understanding of the operational environment and any factors that may affect financial reporting and compliance. We believe that your insights will be invaluable in identifying and mitigating potential audit risks.

We would appreciate the opportunity to meet with you and your team at a time that is convenient for you. Please let us know your availability over the next few weeks so we can coordinate a suitable time for the meeting.

Thank you for your attention to this important matter. We look forward to your reply.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]