

Expanded Audit Coverage Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that as part of our ongoing commitment to ensuring the integrity and compliance of our operations, we are expanding the scope of our upcoming audit coverage.

The expanded audit will take place from [Insert Start Date] to [Insert End Date]. This change aims to provide a more comprehensive assessment of our internal controls and financial procedures.

We appreciate your cooperation as we implement this expanded audit coverage. Please let us know if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]