

Audit Sample Selection for Expenditure Scrutiny

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Company/Organization Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you about the upcoming audit focusing on the scrutiny of expenditures for the period of [Insert Period]. As part of our audit process, we will be selecting a sample of transactions for detailed examination to ensure compliance with financial regulations and organizational policies.

Our sample selection will be based on the following criteria:

- Size of the transaction
- Type of expenditure category
- Frequency of transactions
- Any anomalies or red flags identified in preliminary reviews

We kindly request your cooperation in providing the necessary documentation for the selected samples. This will include, but not be limited to:

- Invoices
- Payment receipts
- Contract agreements
- Approval records

Please let us know if you have any questions or require further clarification regarding the audit process. We appreciate your cooperation and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]