

Audit Sample Selection Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Audit Sample Selection for Financial Review

Dear [Recipient's Name],

We are conducting a financial review and as part of our audit procedures, we will be selecting samples from the financial records of [Year/Period]. This process is essential for ensuring compliance and accuracy in our financial reporting.

The selected samples will include a variety of transactions and accounts, and we strive to ensure that they are representative of the overall financial activities during the period under review. The selection process will commence on [Start Date] and will be completed by [End Date].

Please ensure that all relevant documentation and records are readily available for our auditors during this period. Your cooperation is vital for the success of this audit.

If you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]