

Request for Information

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are conducting a special audit and require specific information to ensure a comprehensive review. We kindly request your cooperation in providing the following details:

- [Information Item 1]
- [Information Item 2]
- [Information Item 3]

It is essential that we receive this information by [Insert Deadline] to facilitate a timely audit process. Should you have any questions or need further clarification, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]