

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Audit Inquiry Regarding Expense Verification

As part of our ongoing audit process for the fiscal year ending [date], we are conducting a verification of expenses submitted for reimbursement and would appreciate your assistance in providing clarification on the following items:

- **Expense Type:** [Description of the expense] - [Date] - [Amount]
- **Expense Type:** [Description of the expense] - [Date] - [Amount]
- **Expense Type:** [Description of the expense] - [Date] - [Amount]

Please provide supporting documentation such as receipts, invoices, and any relevant correspondence related to these expenses by [due date]. Your cooperation is essential to complete our audit efficiently.

If you have any questions or need further information, please do not hesitate to reach out to me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]