

Audit Inquiry Letter

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

As part of our audit procedures for the financial statements of [Company Name] for the year ended [Year End Date], we are conducting an analysis that requires certain inquiries regarding your financial reporting practices.

We kindly request your assistance in providing the following information:

- [Specific Inquiry 1]
- [Specific Inquiry 2]
- [Specific Inquiry 3]
- [Specific Inquiry 4]

Your prompt response to this inquiry would be greatly appreciated and will assist us in ensuring the accuracy and reliability of the financial statements.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company]