

Audit Inquiry Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

As part of our ongoing internal control evaluation, we are conducting an audit to assess the effectiveness of the internal controls at [Company Name]. We would like to request your assistance in answering the following inquiries:

1. Can you provide a detailed description of the internal control processes in place for [specific area, e.g., financial reporting, inventory management]?
2. What measures are taken to safeguard against potential fraud or errors in this area?
3. How frequently are these controls reviewed and tested, and what were the results of the most recent evaluation?
4. Are there any identified weaknesses or areas for improvement in your current control environment?
5. Who is responsible for monitoring these controls and ensuring their effectiveness?

We appreciate your cooperation in this matter and request that you provide the above information by [Insert Deadline]. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]