

Audit Inquiry Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

As part of our audit procedures for the fiscal year ending [Insert Date], we are seeking your assistance regarding our assessment of revenue recognition policies and practices at [Company Name].

We would appreciate if you could provide us with the following information:

- A copy of the company's revenue recognition policy.
- Details of significant revenue transactions for the year, including corresponding contracts or agreements.
- Any changes to revenue recognition practices compared to the prior year.
- Management's assessment of the implications of the new revenue recognition standard [ASC 606/IFRS 15] (if applicable).

Your prompt response will greatly assist us in completing our audit in a timely manner. Should you have any questions or need further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]