

Financial Audit Notification

Date: [Insert Date]

To: [School Name]

Address: [School Address]

Dear [Principal's Name],

We are writing to inform you that a financial audit will be conducted for the academic year [Insert Year]. This audit is part of our commitment to ensure transparency and accountability in the financial management of our schools.

The audit will take place from [Start Date] to [End Date]. Our auditing team, led by [Auditor's Name], will review the school's financial records, including budgets, expenditure, and any other relevant financial documents. We kindly ask for your cooperation in this process.

Please prepare the necessary documentation and make arrangements for our auditors to access pertinent records. We anticipate that this audit will provide valuable insights and recommendations for future financial planning.

If you have any questions or require further clarification, please feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]