

# Request for Audit Assistance

Date: [Insert Date]

To: [Audit Department Name]

[Department/Agency Name]

[Address]

Dear [Auditor's Name],

I am writing to request your assistance with an upcoming audit of [specific program or department]. As part of our ongoing efforts to ensure compliance and transparency, we recognize the importance of your expertise in evaluating our processes and records.

We would appreciate it if you could provide guidance and support in the following areas:

- [Specify Area 1]
- [Specify Area 2]
- [Specify Area 3]

We are aiming to complete the audit by [insert completion date], and your timely assistance would be invaluable. Please let us know your availability for a meeting to discuss this further.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Department/Agency Name]

[Your Contact Information]