

Government Audit Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter is to formally notify you that an audit of your organization is scheduled to take place on [Insert Date of Audit]. The audit will be conducted by the [Name of the Auditing Agency/Department] as part of our ongoing efforts to ensure compliance with [relevant laws or regulations].

The specific areas to be audited include:

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

Please be prepared to provide all necessary documentation and accommodate the audit team during their visit. Should you have any questions or need further clarification, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Contact Information]