

Government Audit Request for Documents

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Department/Agency]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Department/Agency]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Documents Pertaining to [Brief Description of Audit Scope]

In accordance with the auditing procedures for the fiscal year [Insert Year], we are conducting a review of [specific area or program]. As part of this audit, we kindly request the following documents:

- [Document Type 1]
- [Document Type 2]
- [Document Type 3]
- [Additional Documents as Required]

Please provide the requested documents by [Insert Deadline Date] to ensure timely completion of the audit process. If you have any questions or need further clarification, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Department/Agency]