

# Government Audit Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to notify you that the [Agency Name] will be conducting a scheduled audit of [Organization Name] for the fiscal year ending [Fiscal Year End Date]. The audit is scheduled to take place from [Start Date] to [End Date].

The purpose of the audit is to ensure compliance with applicable laws and regulations, as well as to assess the effectiveness and efficiency of operations.

Please prepare the necessary documentation and ensure that relevant personnel are available during the audit period. We appreciate your cooperation and support in facilitating this process.

If you have any questions or concerns, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address Line 1]

[Agency Address Line 2]

[City, State, Zip Code]