

Annual Audit Notification

Date: [Insert Date]

Dear [Recipient Name],

We hope this message finds you well. As part of our commitment to transparency and accountability, we are writing to inform you that [Charity Organization Name] will be undergoing our annual audit starting on [Start Date] and concluding on [End Date].

The audit will be conducted by [Auditor's Name/Organization], and we kindly request your cooperation during this time. If necessary, they may reach out to you for any documentation or clarification.

We appreciate your continued support and understanding as we strive to uphold our core values in service to the community.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Charity Organization Name]

[Contact Information]