

Charity Organization Audit Committee

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Organization: [Recipient Organization]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. As part of our commitment to transparency and accountability, we are reaching out to inform you about the upcoming audit scheduled for [insert time frame]. The purpose of this audit is to ensure that our operations are compliant with applicable laws and regulations while also meeting the standards of best practices.

We would like to invite you to participate in this audit process. Your insights and feedback are invaluable to us as we strive to improve our services and fulfillment of our charitable mission.

Please feel free to reach out should you have any questions or require further information. We appreciate your continued support and dedication to our cause.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Charity Organization Name]

[Contact Information]