

Financial Audit Request Letter

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to transparency and accountability, we are requesting a financial audit of our organization, [Your Organization's Name]. We believe that an independent audit will help ensure the integrity of our financial practices and strengthen the trust our supporters place in us.

We would like the audit to cover the financial year [Insert Year]. We expect the audit to include an examination of our financial statements, internal controls, and compliance with applicable laws and regulations.

We kindly ask you to provide us with a proposal detailing your audit services, including your fees, timeline, and any additional information you may require from us.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]