

# Audit Readiness Checklist

Date: [Insert Date]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

**To: [Recipient Name]**

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Audit Readiness Checklist**

Dear [Recipient Name],

As we prepare for the upcoming audit, we have compiled the following audit readiness checklist to ensure that all necessary documentation and processes are in place:

## Audit Readiness Checklist

- **Financial Statements:** Ensure all financial statements are prepared and reconciled for the audit period.
- **Internal Controls:** Review and assess the adequacy of internal controls in place.
- **Documentation:** Gather all supporting documents, including invoices, receipts, and contracts.
- **Tax Records:** Ensure all tax returns and correspondence with tax authorities are organized and accessible.
- **Policies and Procedures:** Review current policies and ensure they align with best practices.
- **Inventory Records:** Confirm all inventory records are current and accurately reflect stock on hand.

- **Backup Files:** Ensure that all digital files are backed up and secure.

Please review the checklist above and confirm that the necessary preparations have been completed by [Insert Deadline Date]. If you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]