

Audit Notification

Date: [Insert Date]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that your business is scheduled for an audit as part of our routine review process. The audit will take place on [Insert Date] at [Insert Time].

Please ensure that the following documents are available for our review:

- Financial Statements
- Tax Returns
- Invoices and Receipts
- Bank Statements

If you have any questions or need to reschedule the audit date, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]