

Audit Planning and Objectives

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

We are pleased to initiate the audit process for [Audit Period]. The primary objectives of this audit are to:

- Assess the accuracy and completeness of financial records.
- Evaluate internal controls and compliance with relevant regulations.
- Identify areas for operational improvement and cost efficiency.

As part of our audit planning, we propose the following timeline:

- Preliminary planning meeting: [Insert Date]
- Fieldwork commencement: [Insert Date]
- Draft report delivery: [Insert Date]
- Final report presentation: [Insert Date]

Your cooperation is vital for a successful audit. Please feel free to reach out to us with any questions or additional information you may need.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]