

Request for Information: Small Business Audit

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Business Name]

[Recipient's Business Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are conducting a routine audit of our business operations and financial records. As part of this process, we kindly request your assistance in providing the following information:

- [Requested Information 1]
- [Requested Information 2]
- [Requested Information 3]

Please send the requested information by [insert due date]. If you have any questions or require further assistance, feel free to contact me directly at [your phone number or email].

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]