

Audit Expectation Clarification

Date: [Insert Date]

To: [Management's Name]

From: [Your Name]

Subject: Clarification of Audit Expectations

Dear [Management's Name],

I hope this message finds you well. As we prepare for the upcoming audit scheduled for [Insert Date of Audit], I wanted to take this opportunity to clarify our expectations to ensure a smooth and efficient audit process.

The key areas of focus for the audit will include:

- Compliance with internal controls
- Financial reporting accuracy
- Adherence to regulatory requirements
- Risk management practices

In addition, we expect the following from the management team:

- Full cooperation and support throughout the audit process
- Timely access to all necessary documents and records
- Clear communication of any issues or concerns that may arise

Please let me know if you have any questions or need further clarification. I appreciate your attention to these matters and look forward to working together to ensure a successful audit.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]