

Audit Data Collection Request

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

As part of our audit process for the fiscal year ending [Insert Date], we are requesting your cooperation in providing the necessary account information. This data is crucial to ensure the accuracy and integrity of our audit findings.

Please provide the following information:

- Account statements for the period [Start Date] to [End Date]
- Any relevant invoices and receipts
- Contracts or agreements related to the accounts
- Other pertinent documents that may assist in our audit

We kindly ask that you submit this information by [Insert Deadline Date] to facilitate a smooth audit process.

If you have any questions or need further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]