

Audit Data Collection Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As part of the audit process for the fiscal year ending [Insert Date], we are conducting a review of our financial records and would like to request your assistance in gathering the necessary data.

Please provide the following documents:

- [List of required documents 1]
- [List of required documents 2]
- [List of required documents 3]

We kindly ask that you submit the requested information by [Insert Deadline] to ensure a smooth and timely audit completion. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]