

Instructions for Client Audit Procedure

Dear [Client Name],

As part of our commitment to ensuring compliance and transparency, we will be conducting an audit of your accounts. Below are the instructions to facilitate this process:

1. Audit Schedule

The audit will take place from [Start Date] to [End Date]. Please ensure that all relevant documents are available during this period.

2. Required Documentation

- Financial Statements (last [number] years)
- Bank Statements
- Invoices and Receipts
- Contracts and Agreements
- Inventory Records

3. Audit Team

Our audit team will consist of [Team Members' Names]. They will be your point of contact throughout the audit process.

4. Communication

For inquiries or clarifications, please contact [Contact Person's Name] at [Contact Email] or [Contact Phone Number].

5. Confidentiality

Please be assured that all information shared during the audit will remain confidential and will only be used for the purpose of the audit.

Thank you for your cooperation. We look forward to working with you.

Sincerely,
[Your Name]
[Your Position]
[Your Company]