

Subject: Upcoming Financial Audit Notification

Dear Team,

We hope this message finds you well. As part of our commitment to transparency and accountability, we are notifying you that our organization will undergo a financial audit starting on **[Start Date]** and concluding on **[End Date]**.

The audit will be conducted by **[Auditor's Name/Company]**, who will review our financial records and practices to ensure compliance with applicable regulations and standards.

During this period, we kindly ask for your cooperation in providing any necessary documents or information that the auditors may request. Your support is crucial in facilitating a smooth audit process.

Should you have any questions or concerns, please do not hesitate to reach out to **[Contact Person]** at **[Contact Email/Phone]**.

Thank you for your understanding and collaboration.

Best regards,

[Your Name]

[Your Title]

[NGO Name]

[NGO Contact Information]