

NGO Financial Audit Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. As part of our commitment to transparency and compliance with regulatory requirements, we are notifying you of the upcoming financial audit for [NGO Name]. The audit will cover the fiscal year ending [Insert Year].

The audit is scheduled to take place from [Start Date] to [End Date]. During this period, we will require access to all relevant financial documents, which include but are not limited to:

- Bank statements
- Income and expenditure reports
- Invoicing and receipt documentation
- Grant agreements
- Payroll records

We kindly request your cooperation to ensure that all necessary documents are prepared and accessible for the auditors. Compliance with this audit is essential for maintaining our status as a recognized non-profit organization.

If you have any questions or require further clarification, please feel free to contact us at [Contact Information]. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[Contact Information]