

Financial Audit Notification

Dear [Stakeholder's Name],

We hope this message finds you well. As part of our commitment to transparency and accountability, we are writing to inform you that [NGO Name] will undergo its annual financial audit for the fiscal year ending [Date].

The audit will be conducted by [Auditing Firm Name], and is scheduled to take place from [Start Date] to [End Date]. During this period, the auditors may reach out to you for any necessary information or clarification regarding financial records.

We appreciate your cooperation and support in this process. Should you have any questions, please feel free to contact us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[NGO Name]
[NGO Address]
[NGO Phone Number]
[NGO Email]