

Financial Audit Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are currently in the process of conducting a due diligence review for [insert purpose, e.g., a potential acquisition, investment], and as part of this process, we would like to request a financial audit of [Company Name]. The purpose of this audit is to gain a comprehensive understanding of your financial position and to ensure all relevant information is accurately represented.

Specifically, we would appreciate if you could provide the following:

- Recent financial statements (balance sheet, income statement, cash flow statement)
- Tax returns for the past [insert number] years
- Details of any significant financial obligations or liabilities
- Information on accounts receivable and payable
- Any other supporting documents relevant to the financial status of the company

Please let us know if you need any further information from our side to facilitate this request. We are aiming to complete this process by [insert deadline], and your timely cooperation will be greatly appreciated.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Contact Information]