

# Financial Audit Request for Internal Control Assessment

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Company Name]

[Insert Company Address]

Dear [Insert Recipient Name],

We are conducting a financial audit with a focus on assessing the effectiveness of our internal control systems. This assessment is crucial for ensuring compliance with applicable regulations and enhancing our overall operational efficiency.

We kindly request your cooperation in providing the following documents and information:

- Financial statements for the past three years
- Policies and procedures related to financial reporting
- Records of any internal audits conducted
- List of key personnel involved in financial processes
- Any recent assessments or audits by external bodies

Please submit the requested information by [Insert Due Date]. If you have any questions or need further clarification, feel free to reach out to me directly at [Insert Your Email] or [Insert Your Phone Number].

Thank you for your attention to this matter. We appreciate your assistance in ensuring the integrity of our financial practices.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]