

Financial Audit Request for Project Funding Verification

Date: [Insert Date]

To: [Insert Recipient Name]

Title: [Insert Recipient Title]

Organization: [Insert Recipient Organization]

Address: [Insert Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. As part of our commitment to transparency and accountability, we are conducting a financial audit regarding the funding allocated to the [Insert Project Name] project.

We kindly request your cooperation in providing the necessary documentation to assist in verifying the funding received and how it has been utilized throughout the project's duration. Specifically, we would appreciate the following information:

- Copies of all funding agreements related to the project.
- A detailed ledger outlining all income and expenditures for the project.
- Receipts and invoices for all significant expenditures.
- Any reports or documentation regarding project progress and outcomes achieved.

We aim to complete the audit by [Insert Deadline] and would appreciate your response by [Insert Response Date]. Your timely cooperation will ensure a smooth and efficient audit process.

Thank you for your attention to this matter. Please do not hesitate to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]