

Financial Audit Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. We are currently in the process of preparing for our upcoming tax filing and require your assistance to conduct a thorough financial audit.

As we strive to ensure accuracy and compliance, we would greatly appreciate your expertise in reviewing our financial records for the year [insert year]. This audit will help us identify any discrepancies and ensure that we meet all necessary tax obligations.

Please let us know your availability for a meeting to discuss this request and any information you may need from us to facilitate the audit. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]