

Audit Request for Accounting Records

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

As part of our ongoing audit process for the fiscal year ending [Insert Fiscal Year End Date], we are requesting a comprehensive set of accounting records. This request specifically pertains to:

- General ledger
- Bank statements
- Invoices and receipts
- Expense reports
- Payroll records

Please provide these documents by [Insert Deadline Date] to ensure a timely audit process. If you have any questions or require further clarification, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]