

Intercompany Transaction Audit Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that an audit of intercompany transactions will take place from [Start Date] to [End Date]. This audit is essential to ensure compliance with internal policies and regulatory requirements related to intercompany transactions.

Please prepare all relevant documentation regarding the transactions conducted between our companies, including but not limited to:

- Invoices
- Contracts
- Payment records
- Transfer pricing documentation

Our audit team will reach out to you shortly to schedule a meeting and discuss the audit process further. Your cooperation is greatly appreciated and is vital in ensuring a smooth and efficient audit.

Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]