

Financial Controls Compliance Verification Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are conducting a review of our financial controls to ensure compliance with internal policies and regulatory requirements. As part of this process, we kindly request your cooperation in verifying the following financial controls:

- [Control 1: Brief Description]
- [Control 2: Brief Description]
- [Control 3: Brief Description]

We would appreciate it if you could provide the necessary documentation and any related information by [Insert Due Date]. This will help us in ensuring that all controls are functioning as intended and in line with established standards.

If you have any questions or require further clarification, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]