

# Dear [Stakeholder's Name],

We are pleased to inform you that [Company Name] will be undergoing an external audit for the fiscal year ending [Date]. The purpose of this audit is to ensure compliance with applicable regulations and to provide transparency in our financial reporting.

The audit will be conducted by [Audit Firm Name], who will be reaching out to you for any necessary documentation and information. The audit process will be initiated on [Start Date], and we anticipate it will conclude by [End Date].

We appreciate your cooperation and support during this period, as it is vital for maintaining the integrity and trust of our financial practices. Should you have any questions or concerns, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]