

External Audit Request for Information

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are in the process of conducting an external audit for the fiscal year ending [Insert Year]. In order to facilitate this audit and ensure compliance with applicable regulations, we kindly request your assistance in providing the following information:

- [Information Request 1]
- [Information Request 2]
- [Information Request 3]

We would appreciate it if you could provide this information by [Insert Deadline Date]. If you have any questions or need further clarification regarding our request, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and support in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]