

# Introduction of External Audit Team

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are pleased to introduce our external audit team, who will be conducting the audit for [Company Name] for the fiscal year [Year]. The team comprises experienced professionals from [Audit Firm Name], committed to delivering an objective and thorough audit process.

The team members are as follows:

- **[Team Member Name]** - Lead Auditor
- **[Team Member Name]** - Senior Auditor
- **[Team Member Name]** - Staff Auditor

To ensure a smooth audit process, we would like to set up an initial meeting to discuss our approach and address any questions you may have. Please let us know your availability in the coming weeks.

We look forward to working with you and appreciate your cooperation throughout this process.

Best regards,

[Your Name]

[Your Position]

[Audit Firm Name]

[Your Contact Information]