

Accounting Department

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Subject: Request for Audit Documentation

Dear [Recipient's Name],

As part of our ongoing audit process, we are requesting your cooperation in providing the following documentation related to the accounting records for the period [insert period]. This information is essential to ensure the accuracy and completeness of our financial statements.

- [Document 1: Description]
- [Document 2: Description]
- [Document 3: Description]
- [Any additional documents]

We would appreciate it if you could provide these documents by [insert due date]. If you have any questions or require further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance and cooperation.

Sincerely,

[Your Name]

[Your Title]

Accounting Department

[Company Name]