

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Firm]

[Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We acknowledge receipt of your correspondence dated [Date of Correspondence] regarding the upcoming audit of [Company Name]. We appreciate the information provided and are committed to cooperating fully throughout the auditing process.

Please rest assured that we will compile all necessary documents and provide you with access to our financial records as requested. Should you need any additional information or assistance, please do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to working collaboratively with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]