

To Whom It May Concern,

I hope this message finds you well. We are writing to formally submit the required documentation as part of the upcoming audit scheduled for [Date]. Enclosed with this letter, please find the relevant documents that detail our financial and operational processes for the period of [Start Date] to [End Date].

The submitted documents include:

- Financial Statements
- Invoice Records
- Expense Reports
- Tax Returns
- Other Relevant Documentation

If you need any more information or further clarification, please do not hesitate to reach out to me at [Your Email] or [Your Phone Number]. We appreciate your assistance and look forward to a smooth audit process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]