

# Partnership Audit Communication

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Partnership Audit Communication for Financial Assessment

Dear [Partner's Name],

I hope this message finds you well. As part of our ongoing commitment to maintaining transparency and accountability within our partnership, we are initiating a financial assessment to be conducted by our audit team. This exercise aims to ensure that our financial records are accurate and that we are aligned with regulatory requirements.

The audit will take place from [Start Date] to [End Date], and we kindly ask for your cooperation in providing any necessary documentation during this period. Specifically, we will need access to the following:

- Financial statements for the past [Specify Duration]
- Invoices and receipts related to partnership expenses
- Bank statements
- Any other relevant financial documents

We believe that this assessment will provide valuable insights into our financial health and help us identify any potential areas for improvement. Please feel free to reach out should you have any questions or require further clarification regarding the audit process.

Thank you for your cooperation and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]