

Partnership Audit Notification

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you that we will be conducting a financial review of our partnership for the fiscal year ending [Insert Year]. This audit is intended to ensure that our financial practices are in compliance with our partnership agreement and to provide transparency for all partners involved.

The audit will begin on [Start Date] and is expected to conclude by [End Date]. During this period, we may require access to certain financial documents and records. We kindly ask for your cooperation in providing any necessary information in a timely manner.

If you have any questions or concerns regarding the audit process, please do not hesitate to reach out to us directly at [Your Contact Information].

Thank you for your attention to this matter. We appreciate your support and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]