

Reminder: Upcoming Financial Audit Collaboration

Dear [Partner's Name],

We hope this message finds you well. This is a friendly reminder regarding our upcoming financial audit scheduled for [date]. As part of our collaboration, we want to ensure that all necessary documents and information are prepared in advance to facilitate a smooth audit process.

Please review the following items to ensure that everything is in order:

- Financial statements for the fiscal year
- Bank statements and reconciliations
- Invoices and receipts related to our partnership
- Any other relevant documents

If you have any questions or need assistance in gathering the required information, feel free to reach out to us at [your contact information].

Thank you for your attention to this matter, and we look forward to a successful audit.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]