

# Shareholder Request for Audit Records

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Company Name]

[City, State, Zip Code]

Dear [Company Secretary/Board of Directors],

I, [Your Name], am a shareholder of [Company Name], holding [number of shares] shares as of [date]. In accordance with [relevant law or company policy], I am writing to formally request access to the audit records for the fiscal year [year].

This request is made to ensure transparency and to uphold my rights as a shareholder to examine the financial activities of the company. I kindly ask for the following documents:

- Annual audit report for [year]
- Management letters issued by the auditors
- Any relevant financial statements

Please send the requested documents to my address listed above or provide access to them at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]