

Account Examination Notification

Date: [Insert Date]

To: [Account Holder's Name]

[Account Holder's Address]

Dear [Account Holder's Name],

We are writing to inform you that your account, [Account Number], is scheduled for an examination on [Examination Date]. This examination is part of our routine procedures to ensure the integrity and compliance of our financial operations.

Please be prepared to provide any necessary documentation related to your account during this examination. If you have any questions or need further assistance, do not hesitate to contact our office at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]