

Notification of External Audit

Dear [Recipient's Name],

We are writing to inform you that an external audit of the accounts for the financial year [Year] will be conducted by [Audit Firm's Name]. The audit is scheduled to take place from [Start Date] to [End Date].

As part of this process, we request your cooperation in providing access to the necessary financial documents and records. Please ensure that the following items are prepared for the auditors:

- Financial statements for the year [Year]
- General ledger
- Bank statements
- Invoices and receipts
- Any other relevant documents

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information]. Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]