

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Internal Account Audit

Dear [Recipient's Name],

This message is to formally notify you that an internal audit of the account records will be conducted starting from [Start Date] to [End Date]. This audit is part of our ongoing efforts to ensure accuracy and compliance within our financial practices.

During this period, you may be contacted for clarification or to provide additional documentation as necessary. Your cooperation and prompt assistance will be greatly appreciated.

If you have any questions or concerns regarding this audit, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]