

Inquiry for Independent Debt Audit

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Business Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the possibility of conducting an independent debt audit for my small business, [Your Business Name]. Given the current economic conditions and our commitment to maintaining financial transparency, we believe that an independent audit could greatly assist us in understanding our debt situation and improving our financial management.

We are particularly interested in the following:

- An assessment of our current debts and obligations
- Recommendations for debt management and reduction
- A review of our overall financial health

Could you please provide me with information regarding your services, the costs involved, and the typical timeline for conducting such an audit? Additionally, any referrals or case studies you could share would be greatly appreciated.

Thank you for considering my inquiry. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Business Name]