

Nonprofit Organization Name

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip]

Subject: Financial Statement Examination

Dear [Recipient Name],

We are pleased to inform you that we are in the process of conducting an examination of the financial statements of [Nonprofit Organization Name] for the fiscal year ending [Fiscal Year End Date]. This examination aims to ensure compliance with accounting standards and provide an accurate representation of our financial status.

The scope of our examination will include, but will not be limited to, the following:

- Review of financial records
- Assessment of internal controls
- Verification of compliance with regulatory requirements

We are committed to transparency and integrity in our financial reporting. We appreciate your support and cooperation during this examination process. Should you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your continued partnership in furthering our mission.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Contact Information]