

# Compliance Audit Notification

Date: [Insert Date]

[Nonprofit Organization Name]

[Address]

[City, State, Zip Code]

Dear [Nonprofit Organization Leader's Name],

We are writing to inform you that [Auditing Firm Name] will be conducting a compliance audit of [Nonprofit Organization Name] for the fiscal year ending [Fiscal Year End Date]. This audit will ensure that our operations and financial activities comply with applicable laws, regulations, and standards governing nonprofit organizations.

The audit process will commence on [Start Date] and is expected to conclude by [End Date]. Our team will require access to relevant records, policies, and other documentation that demonstrate compliance with federal and state regulations.

Please ensure that all necessary preparations are made to facilitate the audit process. We appreciate your cooperation and commitment to maintaining the integrity of our nonprofit operations.

If you have any questions or require further information regarding the audit, please do not hesitate to contact us at [Auditing Firm Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Auditing Firm Name]

[Contact Information]