

Donor Fund Audit Notification

Date: [Insert Date]

To: [Donor's Name]
[Donor's Address]
[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Charitable Organization Name], we would like to extend our heartfelt gratitude for your generous support towards our cause. As part of our commitment to transparency and accountability, we conduct regular audits of donor funds.

We will be auditing the funds received from you for the period of [Insert Audit Period]. This audit is aimed at ensuring that your contributions are utilized effectively and in alignment with our mission to [Insert Organization's Mission].

The audit team will be reviewing financial records and may require additional documentation or clarification during this process. We appreciate your cooperation and understanding as we work to maintain the integrity of our operations.

If you have any questions or need further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you once again for your generosity. Your support makes a significant difference in the lives of those we serve.

Sincerely,

[Your Name]
[Your Position]
[Charitable Organization Name]
[Organization's Contact Information]