

# External Audit Notification

[Your Nonprofit's Name]

[Your Nonprofit's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to transparency and accountability, we would like to inform you that we will be undergoing an external audit for the fiscal year ending [Fiscal Year End Date].

The audit will be conducted by [Auditing Firm's Name], and will take place from [Start Date] to [End Date]. The purpose of this audit is to provide an independent assessment of our financial statements and ensure compliance with applicable regulations and standards.

We believe that this process will not only enhance our operations but also increase trust among our stakeholders. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued support of [Your Nonprofit's Name].

Sincerely,

[Your Name]

[Your Title]

[Your Nonprofit's Name]