

Performance Audit Notification

Date: [Insert Date]

[Nonprofit Foundation Name]

[Foundation Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that a performance audit will be conducted for [Nonprofit Foundation Name] in accordance with our commitment to transparency and accountability.

The audit will take place from [Start Date] to [End Date]. The primary objective of this audit is to evaluate the efficiency and effectiveness of our programs and to ensure compliance with applicable laws and regulations.

We kindly ask for your cooperation during this process. Please provide access to all necessary documents and data as requested by our audit team. This will help us conduct a thorough and objective assessment.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter, and we appreciate your ongoing support of [Nonprofit Foundation Name].

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Foundation Name]