

# Annual Financial Audit Announcement

Dear Board Members,

I hope this message finds you well. I am writing to formally announce the upcoming annual financial audit for our organization, scheduled to take place from [Start Date] to [End Date].

This annual audit is a crucial process to ensure the integrity and transparency of our financial reporting and to comply with regulatory requirements. Our external auditors, [Auditor's Firm Name], will be conducting the audit and will be in touch with team members to gather the necessary documentation and information.

We kindly ask for your cooperation to facilitate a smooth auditing process. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]