

Annual Financial Audit Preparation Instructions

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name/Your Position]

Dear [Recipient's Name],

As we approach the annual financial audit, please find below the instructions to prepare for the upcoming audit. Your prompt attention to these matters will ensure a smooth audit process.

1. Document Collection

- Financial statements for the past year.
- All supporting documents (invoices, receipts, contracts).
- Bank statements and reconciliation reports.

2. Review Procedures

- Verify that all financial records are up to date.
- Ensure that all accounts, receivables, and payables are accurately recorded.

3. Deadlines

Please ensure that all necessary documents are collected and submitted by [Insert Deadline Date]. This will allow the audit team to conduct the audit efficiently.

4. Contact Information

If you have any questions or need further clarification, please do not hesitate to contact me directly at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]