

Credit Card Usage Audit Letter

Date: [Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are conducting a routine audit of credit card usage within [Department/Team Name]. This audit aims to ensure compliance with our financial policies and identify any irregularities in expenditures.

For this purpose, we kindly ask you to provide the following information by [Due Date]:

- Copies of all receipts for transactions made in the last [specify time frame]
- Detailed reports of all transactions, including dates and amounts
- Any additional documentation related to the purchases made

Please ensure that all requested information is submitted to the finance department by the due date. If you have any questions or require assistance, feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]