

Nonprofit Organization Compliance Audit

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that [Your Organization's Name] will be undergoing a compliance audit for the fiscal year [Insert Year]. This audit is part of our commitment to transparency and accountability in all our operations.

The audit will cover the following areas:

- Financial reporting and controls
- Governance and compliance with applicable laws
- Program effectiveness and efficiency
- Internal policies and procedures

The audit is scheduled to take place from [Start Date] to [End Date]. We appreciate your cooperation and assistance during this process.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]