

Public Procurement Audit Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an audit of the public procurement processes conducted by [Insert Organization/Department] for the fiscal year [Insert Year]. This request is made in accordance with [Include Relevant Laws/Regulations] to ensure transparency, accountability, and compliance with established procurement standards.

Specifically, we would like the audit to focus on the following areas:

- Assessment of procurement procedures and compliance with regulatory requirements.
- Evaluation of contract awards and vendor selections.
- Analysis of any irregularities or issues encountered during the procurement process.

We believe that this audit will play a crucial role in reinforcing the integrity of our procurement system and ensuring that public funds are utilized effectively.

Thank you for your consideration of this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]