

# Invoice Audit Trail Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an audit trail of invoices as part of our tax compliance procedures for the fiscal year [insert year]. This request is vital to ensure our records are accurate and up-to-date for regulatory requirements.

Specifically, we require the following information:

- Complete list of invoices issued between [start date] and [end date].
- Details of any adjustments made to those invoices.
- Any correspondence related to invoice disputes or amendments.

Please provide this information by [insert deadline], if possible. Should you need any further details or clarification, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]