

# Request for Audit of Financial Records

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I am writing to formally request an audit of the financial records pertaining to [specific financial records or period] due to [reason for the appeal, e.g., discrepancies, unusual patterns]. I believe that a thorough review will help clarify any inconsistencies/concerns and ensure transparency within our financial processes.

Enclosed are the documents supporting my request, including [list any relevant documents]. I am confident that an audit will provide a clear understanding of the financial matters in question.

I appreciate your attention to this request and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you need any additional information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Address]

[Your Phone Number]

[Your Email Address]