

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Audit Engagement for [Company/Organization Name]

I hope this message finds you well. I am writing to formally initiate the audit process for the fiscal year ending [Fiscal Year End Date] for [Company/Organization Name]. Our firm, [Your Firm's Name], is committed to ensuring a thorough and efficient audit that meets the regulatory requirements and provides valuable insights for your organization. To facilitate the audit, we kindly request the following documents and information:

1. [Document/Information 1]
2. [Document/Information 2]
3. [Document/Information 3]
4. [Any additional requirements]

We plan to conduct the audit from [Start Date] to [End Date], and we will ensure to minimize any disruption to your operations. We appreciate your cooperation and commitment to this process and are looking forward to working closely with your team.

Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Firm's Name]