

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

Dear [Recipient Name],

Subject: Audit Request

I hope this message finds you well.

We are conducting an audit for [specific purpose or period] and would like to request your cooperation in providing the necessary documentation and information pertinent to this process. The details for the audit are as follows:

****Audit Scope:****

- [Briefly describe what the audit will cover]

****Required Documents:****

- [List of documents needed]

- [Any specific formats or requirements for the documentation]

We would appreciate it if you could provide the requested information by [specific deadline] to ensure a smooth auditing process. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your assistance and cooperation in this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]