

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: QuickBooks Audit Notification

I hope this message finds you well.

I am writing to inform you that we will be conducting a scheduled audit of our QuickBooks records for the period of [start date] to [end date]. This audit is crucial to ensure our financial records are accurate and compliant with our internal policies as well as applicable regulations. We kindly request your cooperation in providing the necessary documentation and access to relevant accounts as needed during this process. The audit is expected to take place from [audit start date] to [audit end date], and we aim to minimize disruption to regular operations.

Please let us know a suitable time for our team to meet and discuss this matter further. If you have any questions or concerns, do not hesitate to reach out.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]