

Audit Inquiry Letter

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Inquiry for Audit and Information Request

Dear [Recipient's Name],

I hope this letter finds you well. As part of our commitment to ensuring compliance, transparency, and accuracy in financial reporting, [Your Company Name] has initiated an audit process. The purpose of this audit is to assess the financial statements and related information of [Company Name] for the fiscal year ending [Insert Fiscal Year].

In connection with the audit, we kindly request your cooperation and assistance in providing the following information and documents:

1. Financial Statements: Please provide the audited financial statements for the fiscal year ending [Insert Fiscal Year]. This should include the balance sheet, income statement, and cash flow statement.
2. Supporting Documentation: We kindly ask you to furnish any supporting documentation related to the financial statements, such as bank statements, invoices, receipts, and any other relevant records.

3. Accounting Policies and Procedures: Please share the accounting policies and procedures followed by [Company Name], including any changes made during the fiscal year under review.
4. Related Party Transactions: If applicable, disclose all transactions involving related parties and their terms.
5. Inventory Records: Provide a detailed breakdown of inventory records, including any obsolete or slow-moving inventory items.
6. Debt and Liabilities: Share information on all outstanding debts, loans, and other liabilities, along with any collateral provided.
7. Revenue Recognition: Detail the methods used to recognize revenue and the criteria for revenue recognition.
8. Contingent Liabilities: Inform us of any contingent liabilities or potential financial risks that may impact the company's financial position.
9. Fixed Assets: Provide a list of all fixed assets, their acquisition dates, costs, and depreciation methods.
10. Tax Information: Share relevant tax filings, including income tax returns and supporting documentation.
11. Other Information: Please feel free to include any other information that you believe may be pertinent to the audit process.

We understand that compiling this information may require time and effort, and we genuinely appreciate your prompt attention to this matter. Our goal is to conduct a comprehensive and efficient audit, and your cooperation will significantly contribute to achieving this objective.

Please submit the requested documents and information no later than [Insert Deadline], either electronically to [Your Email Address] or in hard copy to [Your Address]. If you have any questions or require further clarification, do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

Thank you for your cooperation and support throughout this audit process. We look forward to

working together to ensure the accuracy and reliability of [Company Name]'s financial reporting.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]