

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Client/Organization Name]
[Client Address]

RE: Initial Document Request for [Type of Examination/Audit]

Dear [Recipient Name],

In preparation for the upcoming examination of [Organization Name] scheduled to begin on [Start Date], we kindly request the following documentation for our initial review:

- [Item 1: e.g., Financial statements for the period ending...]
- [Item 2: e.g., Organizational charts and list of key personnel]
- [Item 3: e.g., Internal policies and procedure manuals]
- [Item 4: e.g., General ledger and trial balances]
- [Item 5: e.g., Minutes from Board of Directors meetings]

Please provide these documents in [Electronic/Physical] format by [Due Date]. If any requested items are unavailable, please provide a written explanation or indicate when they will be accessible.

Should you have any questions regarding this request, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]