

**Date:** [Insert Date]

**To:** [Insert Employee Name/Department]

**Subject:** Letter of Authorization for Surprise Drawer Audit

Dear [Insert Name],

This letter serves as formal authorization for [**Name of Auditor/Manager**] to conduct a surprise cash drawer and/or inventory audit of your assigned station, [**Insert Station ID or Number**].

The purpose of this audit is to ensure compliance with company financial policies, verify cash accuracy, and maintain internal control standards. This procedure is a standard part of our operational oversight and does not imply any suspicion of misconduct.

As per company policy, you are required to:

- Cease all transactions immediately upon request.
- Remain present during the entire counting process.
- Sign the audit completion form once the count is finalized.

Thank you for your cooperation in maintaining our professional standards.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]