

[Your Company Name]
[Department Name]
[Street Address]
[City, State, Zip Code]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Street Address]
[City, State, Zip Code]

RE: Notice of Audit - Past Due Third-Party Financial Remittance

Dear [Recipient Name],

This letter serves as formal notification that [Your Company Name] will be conducting an audit of your financial records regarding third-party remittances for the period of [Start Date] to [End Date].

Our records indicate that certain scheduled remittances are currently past due. The objective of this audit is to verify the accuracy of reported figures, reconcile outstanding balances, and ensure compliance with the terms of our existing agreement.

The audit is scheduled to begin on [Audit Start Date]. We request that you have the following documentation ready for review:

- Detailed ledgers of all third-party collections.
- Bank statements reflecting processed payments.
- Reconciliation reports for the period mentioned above.
- Supporting documentation for any adjustments or deductions.

Please confirm your availability for this audit by [Response Deadline Date]. You may contact [Auditor Name] at [Phone Number] or [Email Address] to coordinate the logistics or to discuss any questions regarding this request.

We appreciate your immediate attention to this matter and your cooperation in resolving these outstanding balances.

Sincerely,

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