

[ACCOUNTING FIRM NAME]
[Street Address], [City, State, Zip Code]
Phone: [Phone Number] | Email: [Email Address]
Website: [Website URL]

Date: [Month Day, Year]

Reference: [Case/Account Number]

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

Dear [Recipient Name],

Subject: [Brief Description of Letter Purpose]

[Enter the opening paragraph here. State the purpose of the letter and any relevant background information regarding the financial services or audit being discussed.]

[Enter the main body paragraph here. Provide detailed data, findings, or requests for documentation. If this is a tax or audit report, ensure all specific figures are clearly mentioned.]

[Enter the closing paragraph. Include any deadlines for action or instructions for follow-up communication.]

Sincerely,

[Signature]
[Sender Name]
[Professional Title, e.g., CPA / Partner]
[Firm Name]