

Central Registry Audit Letter

Example:

XYZ Audit Company

04/13/2023

1234 Main Street
Boise, ID 83706

To whom it may concern,

We are engaged to perform the financial statement audit for The Main Library District, for the year ended September 30, 2022, as required by Idaho Code Section 67-450B.

We have completed all field work and are working to finish up the final review in office. At this time, we are still waiting for two additional items, including a year-end fund balance report and vendor response for an invoice validation.

The financial statement audit is expected to be complete by January 15th 2024.

Expected completion date

Feel free to contact me with any further questions.

Mr. Joe Bob

Joe@xyzauditco.com

Name of entity receiving the audit

Fiscal year audit is for

Explicit, detailed reason for audit not being complete

Point of contact for questions