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Audit Inquiry Letter to Legal Counsel Example

**[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Today’s Date]**

**[Legal Counsel’s Name]  
[Legal Counsel’s Firm Name]  
[Firm’s Address]  
[City, State, Zip Code]**

**Subject: Inquiry Regarding Legal Matters Affecting [Client’s Name]**

**Dear [Legal Counsel’s Name],**

As part of our annual audit of [Client’s Name], we are conducting an inquiry into legal matters that could potentially affect the financial statements for the year ended [Year End Date]. Your expertise and insights into any legal matters involving [Client’s Name] are invaluable to our audit process.

**Specifically, we request information on the following:**

* A description of any pending litigation, claims, or assessments against [Client’s Name].
* Details of any unasserted claims or assessments that you believe may be probable of assertion and must be disclosed in accordance with applicable accounting standards.
* Any other legal matters arising after [Year End Date] that could have a significant effect on the financial statements.

Please provide your responses in writing by [Response Deadline] to ensure they are incorporated into our audit findings. Should you have any questions or require additional information, please feel free to contact me directly at [Your Contact Information].

Thank you for your cooperation and assistance in this matter.

**Sincerely,**

**[Your Name]  
[Your Position]  
[Your Company Name]**