
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]