

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Auditor Name]
[Audit Firm/Agency Name]
[Auditor Address]
[City, State, Zip Code]

RE: Production of Documents for [Audit Reference Number/Project Name]

Dear [Auditor Name],

In response to your information request dated [Date of Request], we are providing the enclosed documentation for the audit of [Company Name/Department] for the period covering [Start Date] to [End Date].

The following documents are included in this production:

- [Document Name 1]
- [Document Name 2]
- [Document Name 3]
- [Financial Statement/Report Name]
- [Supporting Ledger/Invoice Records]

We have organized these files according to the item numbers listed in your initial request. Certain sensitive information has been [redacted/marked as confidential] in accordance with our privacy policy.

Please acknowledge receipt of these documents. If you require additional clarification or further documentation, please contact [Point of Contact Name] at [Phone/Email].

Sincerely,

[Signature]

[Your Printed Name]
[Your Title]