[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: AUDIT LEGAL INFORMATION QUERY**

Dear [CONTACT NAME],

We are currently preparing audited financial statements for the fiscal year ended [DATE].

Through this process we found that there were no possible or actual legal claims against our company as of [DATE].

Seeing as your law firm acts on behalf of the company, can you please confirm that no cases have been brought forward in which your advice or representation has been required or sought out.

This inquiry is made in accordance with the [LAW] approved by the [PROFESSIONAL ASSOCIATION].

Please address your reply to this company [NAME] and send a signed copy of your letter directly to our auditors, [NAME OF AUDITORS], at [ADDRESS].

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

Copy to [NAME OF AUDITORS]