

SAMPLE AUDIT LETTER #1 – ALL TRANSACTIONS SATISFACTORY

Organizational Name (or Letterhead)  
Mailing Address

Date of Letter

To: Office of the Staff Judge Advocate  
Commander, Fleet Activities Yokosuka  
PSC 473 Box 1  
FPO AP 96349

Date Audit Conducted: \_\_\_\_\_

The below-named members of the audit team reviewed the records of our organization on the date indicated above and found that the transactions satisfactorily adhered to our bylaws, and any other regulations or policies that govern our organization.

We certify that to the best of our knowledge and ability, the amounts shown on the NON-FEDERAL ENTITY REPORT – form CFAY 5760/2 (Rev. 7-20) are an accurate and a truthful representation of our organization’s finances.

Audit Team:

|              |           |
|--------------|-----------|
| _____        | _____     |
| Printed Name | Signature |
| _____        | _____     |
| Printed Name | Signature |
| _____        | _____     |
| Printed Name | Signature |