



Wednesday, January 08, 2020

Mr .....

Name of the Company .....

PO Box 12345, Flat No 123,  
Sunshine Building, Deira, Dubai, UAE  
+971-4-222 4657, Fax +971-4-470 4657

Dear Abcdef,

**Sub: Annual stock and cash verification – 31 December 2019**

We would be grateful if you could please let us know the date(s) on which you propose to verify the stock / cash on hand at your premises so that our representative can remain present to observe the verification procedure adopted as well as to carry out a random check of items already counted.

A copy of suggestions for efficient stock taking is enclosed herewith. Please let us have a copy of instructions given to your staff members in connection with the verification of stocks.

We will appreciate if you could intimate to us the dates and locations as soon as possible so that we can plan in advance and carryout a proper verification.

In case you require any clarification, please do not hesitate to contact your audit manager or the undersigned.

Assuring you of our best services at all times, thanking you with best regards.

Yours faithfully,

**For Prudential Auditing**

Dhawal G Nandedkar  
+971-55-222 4657

Enclosures: as above