To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Request Letter for Assistance outside the Organization**

Dear Sir/Madam,

This is to request your assistance and expertise regarding the procedures of internal audit of our company, [mention Company Name]. As we discussed previously, we are about to commence the internal audit of our company from [mention date]. As you have expertise and experience in this particular field, it will be a great help for us if you could assist and guide us in this matter.

So I request you to please provide some assistance to us so as to make sure that the internal audit is performed correctly and on time.

Feel free to contact me for any further details. Looking forward to a positive response.

Kind Regards.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]