

**SAMPLE AUDIT LETTER**

**SAMPLE**

**LETTER REGARDING AUDIT REPORT**

[Applicant Letterhead]

[date]

OVW Director  
Office on Violence Against Women  
800 K Street, NW, Suite 920  
Washington, DC 20530

Re: Fiscal Year [include year] Audit

Dear OVW Director:

[Applicant] determined that federal expenditures did (did not) exceed \$500,000 threshold during [insert relevant federal fiscal year]. Therefore, an audit is (is not) required.

**[If applicable:** A single audit report was submitted and receipt confirmed to Federal Audit Clearinghouse on (date).]

Sincerely,

[Applicant's Authorizing Official]