SAMPLE

On your letterhead

Dear xxxx,

**MyWorkpapers - Cloud Auditing Software Implementation**

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We are writing to you because we are implementing a new software application within our firm for completing self-managed super fund audits. The software is called **MyWorkpapers**. It is cloud based software, and will enable us to complete our audits with greater efficiency. In particular, it will enable us to engage with you, our client, in a more effective way to manage documentation and queries relevant to your super fund audits.

The MyWorkpapers software contains a convenient External Firm Portal which will enable you to deliver electronic documents to us, and resolve any queries on your funds directly via a client login. It also provides some reporting that enables you to track the progress of your fund audits.

Please find attached an information booklet ***“Getting Started Guide: External Firm Portal Guide (For Administrators)”*** which explains the portal, and how it works.

We will shortly be in touch with you to discuss our implementation timeline and changes to our process that will impact you (for the better!) going forward.

If you have any questions in the meantime, pleased don’t hesitate to contact me.

Yours sincerely,