

IT Compliance Audit Announcement

Date: [Insert Date]

To: [Insert Recipient Name/Department]

Dear [Recipient Name/Team],

We would like to inform you that an IT compliance audit will be conducted from [Start Date] to [End Date]. This audit is a vital part of our ongoing commitment to ensuring that our IT systems and processes comply with regulatory requirements and organizational policies.

During this period, the audit team will be reviewing relevant documentation, conducting interviews, and evaluating our IT infrastructure and processes. Your cooperation and support in providing the necessary information and access will be essential for a successful audit.

We appreciate your understanding and assistance during this process. If you have any questions or concerns, please do not hesitate to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company]