

Internal Audit Engagement Notification

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Department Name]

Company: [Company Name]

Dear [Recipient's Name],

We are writing to formally notify you of the upcoming internal audit engagement scheduled to commence on [start date] and conclude on [end date]. The focus of this audit will be on [brief description of the scope of the audit].

The objective of this audit is to assess [insert objectives, e.g., the effectiveness of internal controls, compliance with policies and regulations, etc.]. Our audit team will consist of [names or titles of team members] who will be in contact with you throughout the process.

We would appreciate your support and cooperation in facilitating this audit. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Company]

[Your Contact Information]