

Internal Audit Objectives Communication

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Communication of Internal Audit Objectives

Dear [Recipient's Name],

As part of our ongoing commitment to enhance governance, risk management, and internal controls, I would like to communicate the objectives of the upcoming internal audit project scheduled for [insert timeframe].

Objectives

- Assess the effectiveness of internal controls and risk management processes.
- Evaluate compliance with applicable laws and regulations.
- Identify areas for operational efficiency improvements.
- Provide recommendations for enhancing overall organizational effectiveness.

We believe that these objectives align with our organizational goals and will contribute positively to our overall operational performance.

Please feel free to reach out if you have any questions or require further clarification regarding the upcoming audit.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]