

# Internal Audit Readiness Assessment

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Company: [Company Name]

Dear [Recipient's Name],

We are conducting an Internal Audit Readiness Assessment to evaluate our current processes and controls. This assessment aims to ensure that our operations align with the best practices and comply with industry standards.

We request your cooperation in providing the necessary documentation and access to relevant information that will assist in the assessment process. Please prepare the following for our upcoming meeting on [Insert Meeting Date]:

- Documentation of current policies and procedures
- Records of recent internal and external audits
- Evidence of compliance with regulatory requirements
- Details of any significant changes in operations or controls

We appreciate your support in making this assessment successful. Should you have any questions or require further details, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Company Name]