

# Internal Audit Department

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Department]

## **Subject: Introduction of the Internal Audit Team**

Dear [Recipient's Name],

We hope this message finds you well. We are writing to introduce you to the Internal Audit Team, which plays a vital role in ensuring the effectiveness and efficiency of our organization's operations.

The Internal Audit Team is responsible for assessing the adequacy of internal controls, identifying areas for improvement, and ensuring compliance with relevant laws and regulations. Our objective is to assist the organization in achieving its goals while adding value through our independent and objective evaluations.

The team consists of:

- [Auditor Name 1] - [Position]
- [Auditor Name 2] - [Position]
- [Auditor Name 3] - [Position]

We would like to schedule a meeting to discuss our audit plans and listen to any concerns you may have. Please let us know your availability for a meeting in the coming weeks.

Thank you for your cooperation, and we look forward to working with you.

Best regards,

[Your Name]

[Your Position]

Internal Audit Department

[Your Contact Information]