

Verification of Audit Arrangements

Date: [Insert Date]

To: [Department Head Name]

From: [Your Name]

Subject: Verification of Audit Arrangements for [Department Name]

Dear [Department Head Name],

This letter serves to confirm the audit arrangements that have been established for the [Department Name]. As part of our commitment to maintaining transparency and effective resource management, we have outlined the following points regarding the audit process:

- Audit Frequency: [e.g., Quarterly, Annually]
- Audit Scope: [Specify what will be audited]
- Audit Team: [List of auditors involved]
- Expected Date of Audit: [Insert Date]
- Reporting Procedures: [Outline the reporting process after the audit]

Please ensure that all necessary documents and data are prepared for review by the audit team. If you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]