

# Internal Audit Communication

Date: [Insert Date]

To: [Department Head Name]

From: [Your Name], Internal Audit Manager

Subject: Upcoming Internal Audit for [Department Name]

Dear [Department Head Name],

We hope this message finds you well. This is to formally notify you of the upcoming internal audit scheduled for your department. The audit will take place on [insert start date] and will be conducted by [audit team or auditors' names].

The purpose of the audit is to evaluate compliance with internal policies and procedures, identify areas for improvement, and ensure the effective and efficient use of resources within [Department Name]. We aim to foster a collaborative environment during this process and value your department's input and cooperation.

Please prepare the necessary documentation and arrange for the relevant team members to be available for discussions. We anticipate requiring access to the following:

- [Document/Information 1]
- [Document/Information 2]
- [Document/Information 3]

If you have any questions or need further clarification, do not hesitate to reach out. We appreciate your support in making this audit a success.

Thank you.

Sincerely,

[Your Name]

Internal Audit Manager

[Your Contact Information]

[Company Name]