

Internal Audit Readiness Reminder

Dear Team,

This is a friendly reminder that our upcoming internal audit is scheduled for **[Insert Date]**. To ensure a smooth and successful audit process, please take note of the following:

- Ensure all relevant documents are up-to-date and accessible.
- Review your respective areas for compliance with policies and procedures.
- Be prepared to answer any questions regarding your department's operations.

Your cooperation is essential for a successful audit. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]