

Internal Audit Request for Information

Date: [Insert Date]

To: [Team/Department Name]

From: [Your Name]

[Your Position]

[Your Department]

Subject: Request for Information for Internal Audit

Dear [Team/Department Name],

As part of our ongoing internal audit process, we are requesting your assistance in providing specific information related to [insert details or area being audited]. Your cooperation is essential to ensure a comprehensive review and to help us maintain the integrity of our operations.

Please provide the following information by [insert deadline]:

- [Information Item 1]
- [Information Item 2]
- [Information Item 3]
- [Additional Information Items as necessary]

If you have any questions or require further clarification regarding this request, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter and your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]