

Internal Control Compliance Evaluation

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department: [Recipient Department]

Dear [Recipient Name],

We are conducting an evaluation of our internal control compliance as part of our ongoing commitment to ensure effective governance and risk management within the organization. This letter serves to inform you of the evaluation process and your role in it.

As part of this evaluation, we would like you to provide us with the necessary documentation and insights regarding the compliance of internal controls in your department. Specifically, we are seeking information on the following:

- Current internal control procedures in place
- Compliance with established policies and regulations
- Identification of any gaps or areas of improvement
- Any relevant training or awareness programs conducted

We kindly ask you to submit your responses by [Insert Deadline Date]. Your input is crucial in helping us achieve a comprehensive evaluation and maintaining high standards of internal controls.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]