

Internal Control Stakeholder Engagement Plan

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Internal Control Stakeholder Engagement Plan

Dear [Stakeholder Name],

I hope this message finds you well. As part of our commitment to ensuring effective internal controls within our organization, we are reaching out to engage with key stakeholders in our upcoming internal control assessment.

The purpose of this engagement plan is to:

- Identify key stakeholders involved in the internal control framework.
- Outline communication strategies to keep stakeholders informed.
- Gather valuable insights and feedback from stakeholders.

We propose the following steps in our engagement plan:

1. Stakeholder Identification: [List of stakeholders]
2. Initial Meetings: Set up meetings to discuss current internal control processes.
3. Feedback Collection: Distribute surveys and hold focus group discussions.
4. Follow-Up: Provide stakeholders with updates on the findings and actions taken.

Your input and involvement are crucial for the success of our internal control practices. We look forward to collaborating with you and will be in touch to schedule initial discussions.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]