

Internal Audit Commencement Notification

Date: [Insert Date]

To: [Recipient's Name]

Department: [Department Name]

From: [Your Name]

Position: [Your Position]

Subject: Commencement of Internal Audit

Dear [Recipient's Name],

We are writing to inform you that the Internal Audit team will commence the audit process for [specific area/departments] starting on [start date]. This audit is part of our ongoing efforts to enhance operational effectiveness and ensure compliance with established policies and procedures.

The audit will be conducted over [duration], during which the audit team will review relevant documents, interview personnel, and observe processes as necessary. Your cooperation and support throughout this process will be greatly appreciated.

If you have any questions or need further clarification regarding this audit, please do not hesitate to reach out to me directly at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]