

# Internal Audit Initiation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Initiation of Internal Audit

Dear [Recipient Name],

We are writing to formally initiate the internal audit process for [Department/Area/Function]. The purpose of this audit is to evaluate the effectiveness of internal controls, compliance with policies and regulations, and to identify areas for improvement.

The audit will commence on [Start Date] and is expected to conclude by [End Date]. We will be conducting interviews, reviewing documentation, and possibly observing operations during this period.

We appreciate your cooperation and support throughout this process. Please feel free to reach out with any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]