

# Internal Audit Preparation

Date: [Insert Date]

To: [Audit Team/Department Name]

From: [Your Name/Your Position]

Subject: Preparation for Upcoming Internal Audit

Dear Team,

As we approach the scheduled internal audit on [insert date], I would like to outline the necessary preparations to ensure a smooth and efficient process.

1. Review relevant documentation, including policies, procedures, and previous audit reports.
2. Ensure all records and files are up-to-date and accessible for review.
3. Prepare a list of key personnel who will be available to assist during the audit.
4. Schedule a pre-audit meeting on [insert date] to address any questions or concerns.

Please make sure to complete these preparations by [insert due date]. Your cooperation is essential for a successful audit, and I appreciate your attention to these details.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]