

Internal Audit Schedule

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Internal Audit Schedule Notification

Dear [Recipient Name],

This letter serves to inform you of the upcoming internal audit schedule for the period [Insert Period]. The details of the audits are as follows:

| Audit Activity | Department/Area | Start Date | End Date | Auditor(s) |
|-----------------------|------------------------|-------------------|-----------------|-------------------|
| [Audit Activity 1] | [Department 1] | [Start Date 1] | [End Date 1] | [Auditor(s) 1] |
| [Audit Activity 2] | [Department 2] | [Start Date 2] | [End Date 2] | [Auditor(s) 2] |

We appreciate your cooperation and support during the audit process. Should you have any questions or require further information, please do not hesitate to contact me.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]