

Internal Audit Scheduled Notification

Date: [Insert Date]

To: [Department/Team Name]

Dear [Recipient's Name],

We would like to inform you that a scheduled internal audit will be conducted in your department on [Insert Date of Audit] from [Start Time] to [End Time]. The purpose of this audit is to assess compliance with company policies, procedures, and regulations, as well as to identify areas for improvement.

Please ensure that all relevant documentation and personnel are available during this time. If you have any questions or need to reschedule, do not hesitate to contact us.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]