

# Internal Audit Notification

Date: [Insert Date]

To: [Department/Team Name]

Dear [Recipient's Name],

We would like to inform you that an internal audit is scheduled to take place on [insert start date] through [insert end date]. The audit will be conducted to assess compliance with our policies and procedures, as well as to identify areas for improvement.

Please ensure that all relevant documents and records are prepared and accessible to facilitate the audit process. Our audit team will reach out to you for further details on the specific requirements.

Thank you for your cooperation and support. If you have any questions or need further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]