

Internal Audit Communication

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: IT Internal Audit Notification

Dear [Recipient Name],

We are writing to inform you that the IT internal audit is scheduled to take place from [Start Date] to [End Date]. This audit aims to evaluate our IT systems, processes, and controls to ensure compliance and identify areas for improvement.

Please prepare the necessary documentation and be available for any queries during the audit period. Your cooperation is vital for a successful audit. If you have any questions or require further information, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]