

Internal Audit Completion Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Internal Audit Completion

Dear [Recipient's Name],

I am writing to confirm the completion of the internal audit conducted for [Department/Area] from [Start Date] to [End Date]. We have concluded our review and analysis of the business processes, controls, and compliance frameworks in place.

The findings and recommendations will be documented in a detailed report, which will be shared with you by [Report Delivery Date]. We appreciate your cooperation and support during this audit process.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]