

# Internal Audit Compliance Check

**Date:** [Insert Date]

**To:** [Recipient's Name]  
[Recipient's Title]  
[Company/Department Name]

Dear [Recipient's Name],

As part of our ongoing commitment to ensure compliance with internal policies and regulatory requirements, we will be conducting an internal audit compliance check in your department.

We would like to schedule a meeting on [insert date and time] to discuss the audit process, objectives, and any specific areas of concern that you may want to address.

Please prepare the following documents for our review:

- [Document 1]
- [Document 2]
- [Document 3]

Your cooperation is essential for the successful completion of this audit. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Department Name]  
[Your Contact Information]