

Operational Audit Alert

Date: [Insert Date]

To: [Department Head's Name]

From: [Your Name]

Subject: Notice of Upcoming Operational Audit

Dear [Department Head's Name],

This letter serves as a formal notification regarding an upcoming operational audit scheduled for your department. The audit will be conducted from [Start Date] to [End Date] as part of our regular review process aimed at enhancing operational efficiency and compliance.

The key focus areas of the audit will include:

- Review of operational processes
- Compliance with relevant policies and regulations
- Assessment of resource utilization

Please ensure that all relevant documentation and personnel are available for the auditor's review. We appreciate your cooperation in making this process smooth and efficient.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]