

Operational Audit Introduction

Date: [Insert Date]

To: [Partner Name]

From: [Your Name]

Subject: Introduction of Operational Audit

Dear [Partner Name],

We are pleased to inform you that as part of our commitment to maintaining excellence in our operational processes, we will be conducting an operational audit. This audit aims to assess our current procedures, identify areas for improvement, and ensure compliance with industry standards.

The operational audit will begin on [insert start date] and is expected to be completed by [insert end date]. Our audit team will be reaching out to various departments to gather information and insights.

We value your partnership and believe that this audit will significantly strengthen our operations and enhance our collaborative efforts. Your support and cooperation during this process will be greatly appreciated.

Please feel free to reach out to me if you have any questions or require further details regarding the audit.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]