

Operational Audit Notification

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Company Name]

Subject: Notification of Upcoming Operational Audit

Dear [Stakeholder Name],

We hope this message finds you well. We are writing to inform you that an operational audit will be conducted within our organization from [start date] to [end date]. This audit aims to assess our current operational processes, identify areas for improvement, and ensure compliance with regulatory standards.

The audit will encompass the following areas:

- Operational processes
- Compliance procedures
- Financial controls
- Risk management practices

We kindly ask for your cooperation during this period. Audit team members may reach out to you for insights and information necessary for the audit process. Your input is invaluable in helping us achieve a comprehensive evaluation.

If you have any questions or require further information, please do not hesitate to contact us at [contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]