

# Operational Audit Reminder

Date: [Insert Date]

To: [Key Personnel Name]

From: [Your Name]

Subject: Reminder of Upcoming Operational Audit

Dear [Key Personnel Name],

This is a reminder regarding the upcoming operational audit scheduled for [Insert Date of Audit]. As a key personnel member, your participation and preparation are essential for the success of this audit.

Please ensure that all relevant documentation and records are updated and available for review. We appreciate your cooperation and commitment to maintaining our operational standards.

If you have any questions or require further information, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]