

# Operational Audit Schedule Announcement

Date: [Insert Date]

To: [Recipient's Name]

Subject: Announcement of Upcoming Operational Audit Schedule

Dear [Recipient's Name],

We are writing to inform you that an operational audit has been scheduled for [Insert Date]. This audit will focus on reviewing our operational processes and ensuring compliance with our company's policies and procedures.

Audit Schedule:

- **Audit Start Date:** [Insert Start Date]
- **Audit End Date:** [Insert End Date]
- **Audit Team Lead:** [Insert Name]
- **Departments Involved:** [List Departments]

We appreciate your cooperation during this audit process and encourage you to prepare the necessary documentation and access to relevant systems as requested by the audit team.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]