

Audit Strategy Approval Notification

Date: [Insert Date]

To: [Audit Team/Recipient Name]

From: [Your Name/Your Position]

Subject: Approval of Audit Strategy

Dear [Recipient Name],

We are pleased to inform you that the proposed audit strategy for the [Specify Audit Area/Period] has been reviewed and approved by the [Relevant Authority/Committee Name].

Key components of the approved audit strategy include:

- Objectives: [List Objectives]
- Scope: [Define Scope]
- Methodology: [Outline Methodology]
- Timeline: [Provide Timeline]
- Resources: [Mention Resources Needed]

Please ensure that your team begins preparations as outlined and adheres to the timeline proposed. Should you require any further clarification or assistance, do not hesitate to reach out.

Thank you for your cooperation.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]