

Draft Audit Plan

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Request for Feedback on Draft Audit Plan

Dear [Stakeholder Name],

We are pleased to share the draft audit plan for the upcoming audit period. As a valued stakeholder, your feedback is essential to ensure the plan aligns with the objectives and expectations of all parties involved.

Draft Audit Plan Overview

- **Audit Objective:** [Specify the objective]
- **Scope of Audit:** [Describe the scope]
- **Timeline:** [Provide timeline]
- **Key Areas of Focus:** [List key areas]

Next Steps

Please review the attached draft audit plan and provide your feedback by [Insert Deadline]. Your insights will be invaluable in finalizing the audit approach.

Thank you for your attention to this matter, and I look forward to your valuable input.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]