

Operational Audit Documentation Expectations

To: [Recipient's Name]

From: [Your Name]

Date: [Date]

Subject: Operational Audit Documentation Expectations

Dear [Recipient's Name],

This letter outlines the documentation expectations for the upcoming operational audit. It is crucial that all relevant materials are prepared and submitted in a timely manner to facilitate a thorough and efficient audit process.

Documentation Requirements

- Current operational policies and procedures.
- Previous audit reports and management response plans.
- Key performance indicators (KPIs) and metrics.
- Financial records pertaining to operational functions.
- Internal control assessments and risk management documentation.

All documentation should be provided by [Submission Deadline] to ensure a smooth audit process. If you have any questions or require further clarification regarding the documentation expectations, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]