

Audit Inquiry Regarding Operational Efficiency

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

As part of our ongoing audit process, we are conducting an assessment of operational efficiency within [Department/Area]. We would appreciate your assistance in providing insights and information pertaining to this area.

Please consider the following inquiries:

- What key performance indicators (KPIs) are currently utilized to measure operational efficiency?
- Can you describe any recent initiatives taken to improve operational processes?
- What challenges have you encountered in enhancing operational efficiency?
- Are there any tools or technologies in use that support operational efficiency?
- How is feedback from employees integrated into operational improvement plans?

Your input is invaluable in helping us assess the effectiveness of our operations and identify areas for potential improvement. We kindly ask that you provide your responses by [Insert Due Date].

Thank you for your cooperation. Should you have any questions, please do not hesitate to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]