

Audit Inquiry Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

As part of our ongoing audit process, we are conducting an analysis of the risk management practices in place within [Company/Organization Name]. We seek to gather pertinent information to ensure a thorough understanding of current risk management activities and to identify any potential areas for improvement.

We kindly request your assistance in providing the following information:

- Overview of the risk management framework utilized by [Company/Organization Name].
- Key risk indicators currently monitored and their performance metrics.
- Recent risk assessment reports and findings.
- Details of any significant risks identified and the measures taken to mitigate them.
- Documentation of risk management roles and responsibilities within the organization.

We would appreciate receiving this information by [Insert Deadline Date] to ensure timely progress in the audit process. Should you have any questions or require clarification on any points, please do not hesitate to reach out.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]