

# Operational Audit Notification

Date: [Insert Date]

To: [Department Head's Name]  
[Department Name]  
[University Name]

Dear [Department Head's Name],

We are writing to inform you that an operational audit of the [Department Name] will be conducted from [Start Date] to [End Date]. The purpose of this audit is to assess the efficiency and effectiveness of the department's operations and to ensure compliance with university policies and procedures.

The audit will include, but is not limited to, the following areas:

- Financial Management
- Human Resources Practices
- Program Management
- Compliance with Regulations

We will require your cooperation throughout this process. Please ensure that all relevant documentation and personnel are available for the audit team.

If you have any questions or require further clarification, feel free to contact me at [Your Contact Information]. We appreciate your cooperation and support.

Thank you.

Sincerely,

[Your Name]  
[Your Position]  
[University Name]  
[Your Contact Information]