

Internal Audit Schedule

To: [Recipient's Name]

From: [Your Name]

Date: [Insert Date]

Subject: Internal Audit Schedule for [Year]

Dear [Recipient's Name],

As part of our commitment to maintaining transparency and accountability, we have developed the internal audit schedule for the upcoming [Year]. Below is the detailed schedule:

Audit Area	Audit Period	Responsible Auditor	Status
Financial Management	[Start Date] to [End Date]	[Auditor's Name]	[Pending/In Progress/Completed]
Fundraising Activities	[Start Date] to [End Date]	[Auditor's Name]	[Pending/In Progress/Completed]
Program Effectiveness	[Start Date] to [End Date]	[Auditor's Name]	[Pending/In Progress/Completed]

We appreciate your cooperation in this process, and we look forward to your insights and contributions during the audits. Please ensure that all necessary documents and information are prepared in advance.

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Charity Organization Name]

[Contact Information]