

Audit Risk Assessment Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Audit Risk Assessment

Dear [Recipient's Name],

We are writing to inform you that an audit risk assessment will be conducted for the [Specify Time Period] period. Our objective is to identify potential risks that may affect the financial reporting and compliance of our organization.

The assessment will take place from [Start Date] to [End Date]. During this time, our audit team will be reviewing relevant documents and processes relating to your department.

We request your cooperation in providing any necessary information and access required for the assessment. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]