

# Internal Control Assessment Checklist

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Preparation of Audit Checklist for Internal Control Assessment

Dear [Recipient Name],

As part of our ongoing efforts to ensure compliance with internal control policies and procedures, we are preparing an audit checklist for the upcoming internal control assessment. This checklist will serve as a comprehensive guide to evaluate our internal controls effectively.

Please find below the key elements that we will include in the audit checklist:

- Risk Assessment Procedures
- Control Activities
- Information and Communication
- Monitoring Activities
- Compliance with Policies and Regulations

We kindly request your input on any additional items you believe should be included in the checklist. Your feedback will be instrumental in ensuring that we have covered all essential areas.

Thank you for your attention to this matter. Please provide your feedback by [Insert Deadline Date].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]