

# IT Systems Audit Checklist Preparation

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Dear [Recipient's Name],

As part of our upcoming IT systems audit scheduled for [Insert Date], we are in the process of preparing an audit checklist to ensure a comprehensive evaluation of our systems. Please find below the key items that we would like to include:

## Audit Checklist Items:

- System Access Controls
- Data Backup and Recovery Procedures
- Network Security Measures
- Software Licensing and Compliance
- Incident Response Plans
- User Training and Awareness Programs
- Change Management Procedures

We kindly ask you to review this checklist and provide any additional items or comments by [Insert Deadline Date]. Your input is invaluable in ensuring a thorough assessment of our IT environment.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]