

# Audit Checklist Preparation for Operational Evaluation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Audit Checklist Preparation for Upcoming Operational Evaluation

Dear [Recipient Name],

As part of our ongoing commitment to ensure operational efficiency and compliance within our organization, we will be conducting an operational evaluation on [insert date]. To facilitate this process, we are in the process of preparing an audit checklist that will guide our evaluation.

We kindly request your assistance in gathering the necessary information and documents relevant to the following areas:

- Financial Controls
- Operational Procedures
- Risk Management Practices
- Compliance with Regulations
- Performance Metrics

Your input is invaluable in ensuring the thoroughness of this checklist. Please provide any relevant documents or insights by [insert deadline]. This will help us in creating a comprehensive tool that accurately reflects our operational practices.

Thank you for your cooperation. Should you have any questions or need further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]