

Letter of Audit Checklist Preparation

Date: [Insert Date]

To: [Insert Recipient Name]

Position: [Insert Recipient Position]

Organization: [Insert Recipient Organization]

Address: [Insert Recipient Address]

Dear [Recipient Name],

Subject: Preparation of Audit Checklist for Performance Audit

As part of our upcoming performance audit scheduled for [Insert Date], we are in the process of preparing a comprehensive audit checklist. This checklist will facilitate a thorough review of our operations and ensure compliance with established policies and procedures.

We kindly request your assistance in compiling relevant data and documentation in alignment with the checklist items outlined below:

- Objective of the Performance Audit
- Key Performance Indicators (KPIs)
- Internal Controls Evaluation
- Budgetary Compliance
- Stakeholder Input and Engagement
- Previous Audit Findings and Recommendations

Please provide the necessary information by [Insert Due Date] to ensure we stay on schedule. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation and support in this audit process.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]