

Internal Audit Operating Lease Disclosure

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Operating Lease Disclosure for Internal Audit Purposes

Dear [Insert Recipient Name],

As part of our internal audit process, we are conducting a comprehensive review of all operating leases held by [Your Company Name]. In accordance with our policy and applicable accounting standards, we require a detailed disclosure of all operating lease agreements as of [Insert Relevant Date].

Required Information:

- Lease Agreement Documents
- Lease Terms and Conditions
- Monthly/Annual Lease Payments
- Remaining Lease Duration
- Any Renewal or Cancellation Options
- Details of Any Contingent Rent Provisions

We kindly request that you provide the required documents and information by [Insert Deadline]. Your cooperation in this matter will greatly assist in ensuring our audit is thorough and accurate.

Thank you for your attention to this important matter. Please feel free to reach out if you have any questions or need further clarification.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]