

# Internal Audit Assessment Timetable

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Internal Audit Assessment Timetable

Dear [Recipient's Name],

We are pleased to present the timetable for the upcoming internal audit assessment. Below are the key dates and activities:

<b>Date</b>	<b>Activity</b>	<b>Responsible Person</b>
[Insert Date]	Kick-off Meeting	[Name]
[Insert Date]	Preliminary Risk Assessment	[Name]
[Insert Date]	Fieldwork Phase	[Name]
[Insert Date]	Draft Report Presentation	[Name]
[Insert Date]	Final Report Submission	[Name]

We appreciate your cooperation and support throughout this process. Please don't hesitate to reach out if you have any questions.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]