

# Internal Audit Calendar Distribution

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Distribution of Internal Audit Calendar for [Year]

Dear [Recipient's Name],

We are pleased to share the Internal Audit Calendar for [Year]. This document outlines the proposed audit activities scheduled for the upcoming year and aims to ensure transparency and facilitate better planning across departments.

Attached to this email, you will find the calendar detailing:

- Audit schedules
- Key focus areas
- Responsible auditors
- Estimated completion dates

We encourage you to review the calendar and provide any feedback or concerns by [Feedback Deadline]. Your input is invaluable in making our audit processes more effective.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]