

Internal Audit Planning Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Internal Audit Planning

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as an update on our internal audit planning for the upcoming quarter.

Objectives

- Assessing the effectiveness of our internal controls.
- Identifying areas of risk and recommendations for improvement.
- Ensuring compliance with relevant regulations.

Planned Activities

1. Conducting preliminary risk assessments.
2. Developing audit scopes and engagement timelines.
3. Coordinating with key stakeholders for audit access.

Timeline

The audit planning phase is expected to be completed by [Insert Deadline].

Next Steps

Please review the attached documents and provide any feedback by [Insert Feedback Deadline]. We appreciate your cooperation and support during this process.

Thank you for your attention. Should you have any questions or need further clarification, please do not hesitate to contact me.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]