

# Internal Audit Review Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Upcoming Internal Audit Review

Dear [Recipient's Name],

We would like to inform you that an internal audit review will be conducted for the [Department/Area] starting from [Start Date] to [End Date]. The purpose of this audit is to evaluate the effectiveness of our internal controls and compliance with established policies and procedures.

Please ensure that all relevant documents and records are readily available for the audit team. Your cooperation is essential to the success of this review.

If you have any questions or require further information, do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]