

# Internal Audit Schedule Notification

Dear [Team/Department Name],

We are writing to inform you of the upcoming internal audit scheduled for [Date] through [End Date]. The purpose of this audit is to ensure compliance and identify areas for improvement within our processes.

## Audit Schedule:

- Preparation Phase: [Start Date] - [End Date]
- Fieldwork Phase: [Start Date] - [End Date]
- Reporting Phase: [Start Date] - [End Date]

## Audit Team Members:

- [Name 1] - [Position]
- [Name 2] - [Position]
- [Name 3] - [Position]

We appreciate your cooperation during this process and look forward to your support in achieving a successful audit.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]