

Internal Audit Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Upcoming Internal Audit Timeline

Dear [Recipient Name],

We would like to inform you that the internal audit process for [Department/Team] is scheduled to take place from [Start Date] to [End Date].

Audit Timeline:

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

Please ensure that all necessary documentation and personnel are available during the audit phases. If you have any questions or require further clarification, feel free to reach out.

Thank you for your cooperation.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]