

Internal Audit Schedule Notification

Date: [Insert Date]

To: [Auditee's Name]

From: [Your Name]

Subject: Notification of Upcoming Internal Audit Schedule

Dear [Auditee's Name],

We would like to inform you that the internal audit for [Department/Area] is scheduled to take place from [Start Date] to [End Date]. The objective of this audit is to assess the efficiency and effectiveness of processes and ensure compliance with policies and regulations.

The audit team will consist of:

- [Auditor 1 Name] - Lead Auditor
- [Auditor 2 Name] - Team Member

We kindly request your cooperation in providing the necessary documents and information required for the audit. A preliminary meeting will be scheduled on [Preliminary Meeting Date] to discuss the audit scope and objectives.

Thank you for your attention to this matter. Should you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]