

Internal Audit Timeline Notification

Dear [Team/Department Name],

We would like to inform you about the upcoming internal audit scheduled for [Start Date] to [End Date]. Below is the timeline for the audit process:

- **Preparation:** [Preparation Start Date] - [Preparation End Date]
- **Fieldwork:** [Fieldwork Start Date] - [Fieldwork End Date]
- **Draft Report:** [Draft Report Date]
- **Management Responses:** [Response Due Date]
- **Final Report Issuance:** [Final Report Date]

Please ensure that all pertinent documentation and personnel are available during the fieldwork phase to facilitate a smooth audit process.

If you have any questions or require additional information, please feel free to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]