

# Internal Audit Timetable Distribution

Date: [Insert Date]

To: [Recipient's Name]

Department: [Department Name]

Dear [Recipient's Name],

Please find below the timetable for the upcoming internal audit scheduled for [Audit Period]. This timetable outlines the key dates and activities necessary for the audit process.

## Internal Audit Timetable

Date	Activity	Responsible Person
[Start Date]	Pre-audit meeting	[Name]
[Fieldwork Start Date]	Fieldwork begins	[Name]
[Fieldwork End Date]	Fieldwork concludes	[Name]
[Report Draft Date]	Draft report submission	[Name]
[Management Response Date]	Management review and response	[Name]
[Final Report Date]	Final report issued	[Name]

Please ensure that all preparations are made in accordance with the dates outlined above. Your cooperation is crucial for a successful audit.

Should you have any questions or require further clarification, feel free to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]