

Internal Control Assurance Review

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Department Name]

[Company Name]

Subject: Internal Control Assurance Review

Dear [Recipient's Name],

We are conducting an internal control assurance review as part of our ongoing efforts to ensure the effectiveness and efficiency of our internal controls. This review is designed to identify areas of improvement and ensure compliance with our internal policies and regulatory requirements.

The review will cover the following areas:

- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring Activities

We would appreciate your cooperation in providing access to relevant documentation and data. Please let us know your availability for a meeting to discuss the review further.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Company]