

Internal Control Compliance Assessment

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Company: [Company Name]

Dear [Recipient's Name],

Subject: Internal Control Compliance Assessment

We are writing to inform you that our department will be conducting an internal control compliance assessment for the period of [Insert Timeframe]. This assessment aims to evaluate the effectiveness and adequacy of our internal control systems in relation to compliance with applicable policies and regulations.

The objectives of this assessment include:

- Evaluating the design and operational effectiveness of internal controls.
- Identifying areas of non-compliance or risk.
- Recommending improvements to strengthen internal controls.

The assessment will include a review of [specify areas to be reviewed, e.g., financial reporting, operational procedures, etc.]. We may request documentation and interviews with key personnel during this process.

Please feel free to reach out if you have any questions or need further clarification regarding this assessment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Company Name]