

# Internal Audit Calendar Overview

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Internal Audit Calendar Overview for [Year]

## Introduction

This document outlines the proposed schedule for the internal audit activities for the upcoming year. The aim is to ensure effective planning and resource allocation for successful audits.

## Audit Schedule

Quarter	Audit Area	Responsible Auditor	Proposed Start Date	Proposed End Date
Q1	Financial Audit	[Auditor Name]	[Start Date]	[End Date]
Q2	Compliance Audit	[Auditor Name]	[Start Date]	[End Date]
Q3	Operational Audit	[Auditor Name]	[Start Date]	[End Date]
Q4	IT Audit	[Auditor Name]	[Start Date]	[End Date]

## Conclusion

Please review the proposed internal audit calendar and provide your feedback by [Feedback Deadline]. Your input is valuable in ensuring the effectiveness of our audit processes.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]