

# Internal Audit Engagement Announcement

Date: [Insert Date]

To: [Insert Team/Department Name]

From: [Insert Your Name/Department]

Subject: Announcement of Upcoming Internal Audit Engagement

Dear [Insert Team/Department],

We are pleased to announce that an internal audit engagement will be conducted in the upcoming weeks. This engagement will focus on [insert specific area(s) of the audit], aiming to assess and enhance our operational efficiencies and compliance practices.

The engagement is scheduled to commence on [insert start date] and will conclude on [insert end date]. Our audit team, led by [insert lead auditor's name], will collaborate closely with your team to ensure a smooth and constructive process.

We encourage open communication throughout this engagement and appreciate your cooperation and support. If you have any questions or require additional information, please feel free to reach out to me directly.

Thank you for your attention, and we look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]