

Internal Audit Timeline Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update on Internal Audit Timeline

Dear [Recipient Name],

I am writing to provide you with an update on the timeline for the ongoing internal audit process. Below are the key milestones and current status:

- **Phase 1 - Planning:** Completed on [Date]
- **Phase 2 - Fieldwork:** In Progress, expected completion by [Date]
- **Phase 3 - Reporting:** Scheduled for [Date]
- **Phase 4 - Follow-up:** To commence on [Date]

We appreciate your cooperation and support during this process. Please let me know if you have any questions or require further information.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]