

Internal Audit Disclosure Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Scheduled Internal Audit Disclosure

Dear [Recipient's Name],

This letter serves as formal notification of the scheduled internal audit that will take place on [insert date]. The purpose of this audit is to evaluate our internal controls, compliance with regulations, and overall operational efficiency.

The audit will be conducted by [insert auditor's name or team] and is expected to last until [insert end date]. During this period, we may require your cooperation in providing necessary documents and access to relevant personnel and processes.

Please feel free to reach out to me if you have any questions or require further information regarding this audit.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]