

Program Evaluation Audit

Date: [Insert Date]

To: [Name of Charity Organization]

From: [Your Name / Organization]

Subject: Program Evaluation Audit Notification

Dear [Recipient's Name],

We are writing to inform you that a program evaluation audit will take place for [Charity Organization Name] on [Scheduled Date]. The purpose of this audit is to assess the effectiveness and efficiency of the programs being offered and to ensure compliance with our established standards and regulations.

During this audit, we will review program objectives, financial records, beneficiary feedback, and overall program impact. We appreciate your cooperation and transparency during this process.

Please prepare the necessary documentation and be ready to provide any additional information as required. Should you have any questions or need further clarification, do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]