

Internal Audit Status Update

Date: [Insert Date]

To: Board of Directors

From: [Your Name], [Your Position]

Subject: Internal Audit Status Update

Dear Board Members,

I am writing to provide you with the current status of the internal audit activities as of [Insert Date].

Audit Progress

- Completed Audits: [List completed audits and their findings]
- Ongoing Audits: [List ongoing audits and expected completion dates]
- Upcoming Audits: [List planned audits for the next quarter]

Key Findings & Recommendations

[Summarize any key findings and recommendations made during the audits]

Action Items

[List any action items resulting from the audits and their status]

Thank you for your attention to these matters. I look forward to discussing this in more detail during our upcoming board meeting.

Sincerely,

[Your Name]

[Your Position]