

Professional Audit Acceptance Letter for Internal Audit

Subject: Confirmation of Internal Audit Acceptance

Dear [Auditor's Name],

I am writing to formally acknowledge and accept your engagement to conduct the internal audit of [Department/Division Name] for the fiscal year [Year]. Your role will be instrumental in identifying process improvements and ensuring adherence to company policies.

Please coordinate with our internal accounts team to begin the audit at your earliest convenience.

We will provide all necessary records and assistance throughout the process.

We look forward to a productive engagement.

Best regards,

[Your Name]

[Your Position]

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