

Letter requesting internal audit within an organization

Subject: Request for Internal Audit

Dear [Internal Audit Manager],

To ensure adherence to our internal policies and procedures, we request an internal audit of the [Department/Division Name] covering the period from [Start Date] to [End Date]. This audit will help identify areas for improvement and ensure compliance with our organizational standards.

Kindly schedule the audit at your earliest convenience and advise on any documents or records required. Your cooperation is appreciated in maintaining operational efficiency and accountability.

Best regards,

[Your Name]

[Your Position]

[Department Name]

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