

## Requesting audit within a specific department

Subject: Request for Departmental Audit

Dear [Internal Auditor/Manager],

We request an internal audit for the [Department Name] for the period [Start Date] to [End Date].

This audit aims to assess compliance with internal controls and improve operational processes.

Please advise on the schedule and the documentation required to facilitate a thorough review. Your assistance is appreciated.

Sincerely,

[Your Name]

[Position]

[Company Name]

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