

Sample letter to announce an internal audit

Dear All,

As part of our continuous efforts to improve the quality of work in the organization, a planned internal routine audit has been scheduled to take place on [5 August 2019].

The audit comes with some specific goals in mind:

- 1) Raising the quality of the work.
- 2) Reducing overhead
- 3) Identifying bottlenecks
- 4) Other goals

The audit will commence at 9 AM according to the below schedule:

- 1) 9 AM: HR Department
- 2) 12 PM: Accounting
- 3)

We kindly request for your complete cooperation with the audit team.

Should you have questions or concerns, please contact me.

Best Regards

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