

Formal Internal Audit Notification Letter

Subject: Notification of Scheduled Internal Audit

Dear Team,

This is to formally inform you that an internal audit of our department will be conducted starting from October 10, 2025, and is expected to conclude by October 15, 2025. The audit will cover compliance with internal policies, financial records, and operational procedures.

We request your full cooperation in providing auditors with access to relevant documents, reports, and systems. Kindly ensure that all files and records are updated and readily available.

The purpose of this audit is to strengthen our compliance practices and identify opportunities for improvement. Please consider this exercise as a step toward reinforcing efficiency and accountability.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

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