

Audit Notification Template

To: ***Audit Client***

From: ***Designation of***

Location: ***CAE***

Date:

Memo Ref...

Dear Sir/ Madam,

RE: Review of Operations of XXX Department (Align the ref to the Engagement Title)

We intend to conduct a review of the **XXX process as per the approved annual audit plan for the year with effect from xxxx**. The review will take approximately XXX weeks. The audit will cover the period XXXXXXXX to XXXXXXXX.

The objectives of the review are as follows:

- (i)
- (ii)

To further expound on the scope of this review, we are requesting to have an opening meeting on XXXXX. During this meeting it would be important if we could receive a short briefing/overview on the history and progress of the ***(issues that the auditor would like to discuss at the meeting)***.

Attached is a list of information required for our review. We will appreciate if we can have this information ready at the commencement of the audit. For any queries in this regard, please feel free to write to me at (email and telephone number) or the lead auditor (email and telephone number).

In order for us to work as efficiently as possible, cooperation of your staff will be greatly appreciated.

Regards,

HIA

NB: The agenda of the meeting is attached in the appendix