

Template 27: Request For Information

Request for Information Template	
Audit Client	[include the designation of the audit client]
Engagement Name	[include the type of audit and the name of the system/process that is subject to auditing]
Date	[include the date of the meeting]

To: Department Director

Cc: Chief Officer _____; Department Concerned employees

Subject: Initial list of requirements for the Internal Audit Review of "xxxx"

In reference to the audit notification on the internal audit of xxxxx processes, find below a list of requirements for the planning and conduct of the audit review.

The list of information would enable the audit team to commence offsite fieldwork, hence minimizing the time spent on fieldwork in (location). Incase the requested documents / information's cannot be provided in electronic format, the team shall review the aforementioned when undertaking fieldwork onsite.

The requested information shall be expected to reach the audit team by dd/mm/yyyy. Contact the undermentioned incase of any clarifications.

Regards
 Name
 Lead Internal Auditor
 Contact

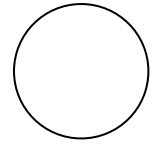
DOCUMENT/INFORMATION REQUEST FORM

DEPARTMENT/SECTION:

PERIOD OF AUDIT:

SUBJECT: *Files/records REQUESTED/RETURNED BY the auditors*

Initials	Date
Prepared by:	
Reviewed by:	



S.No	NO	NAME	DATE RECEIVED/ SIGNED BY (INITIALS / SIGNATURE)	DATE RETURNED SIGNED BY (INITIALS / SIGNATURE)	REMARKS
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