

Template 18: Audit Notification

To: ***Audit Client***

From: ***Designation of Internal Audit Head***

Location:

Tel:

Fax:

Date:

Memo

Ref:.....

Dear Sir/ Madam,

RE: Review of Operations of XXX Department

We propose to conduct a review of the **XXX process**. The audit fieldwork will commence on **XXX**. A summary of the scope for this review is given below. Details on each of the processes that will be covered in this audit have been tabled in the attached document (**Appendix A**).

- Cash books
- Bank reconciliations
- Monthly financial reports

We will appreciate if you can assign a contact person to coordinate with the audit team (including logistics) for this review. We would also require the assistance of the coordinator to help us with all data requirements for this audit. 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.

On the first day of the review ie **XXX**, we request to hold an opening meeting with the designated staff to discuss the scope of audit and any areas of concern. 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***).

We expect the fieldwork to take approximately **XXX** weeks. We would be grateful if you could arrange dedicated office space for the **XXX** auditors for this period.

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).

We look forward to working with you and your teams on this audit.

Regards,

Head of Internal Audit