# Sepia Solutions

# ANNOUNCEMENT LETTER

## INTERNAL AUDIT DEPARTMENT

**Date:** [dd/mm/yyyy]
**Reference:** [Audit.Ref]
**Subject:** Planning of [Audit Type], [Audit Title]

Dear Sir/Madam,

As part of our risk-based audit planning exercise for [Audit.Period], it has been determined to conduct the review detailed below. We count on swift and complete responses to our requests for information and the co-operating of you and your department while our audit team is onsite.

## AUDIT DESCRIPTION

[Audit.Description]

## AUDIT PURPOSE

[Audit.Purpose]

## AUDIT TEAM

The audit will be coordinated by [Audit.Leader, JobName] and managed by [Audit.Manager, JobName].

Other auditors include: [Assigned Auditors].

## AUDIT TIMELINE

| Planned date | Milestone | Description |
|---|---|---|
| [dd/mm/yyyy] | [Milestone.Name] | [Milestone.Guidance] |

Yours sincerely,
[Person.Signature]

[Person.Name], [Person.Job]
Internal Audit Department