

To: [Recipient Name/Audit Committee/Board of Directors]

From: [Head of Internal Audit Name]

Date: [Insert Date]

Subject: Internal Audit Comfort Letter - Internal Controls over Financial Reporting (ICFR)

This letter is provided in connection with the evaluation of the effectiveness of internal controls over financial reporting (ICFR) for the period ending [Insert Period End Date].

Internal Audit has conducted independent testing and evaluations of the design and operating effectiveness of key financial controls. Our procedures were performed in accordance with the [Insert Standard, e.g., International Standards for the Professional Practice of Internal Auditing].

Based on the audit work performed, Internal Audit provides reasonable assurance that:

- Key controls identified in the Risk and Control Matrix (RCM) are designed appropriately to prevent or detect material misstatements.
- Tested controls were operating effectively during the specified period.
- Management has established adequate remediation plans for any deficiencies identified during the testing cycle.

Our assessment is limited to the scope defined in the [Insert Year] Internal Audit Plan. It does not cover changes in the control environment occurring after [Insert Date]. Internal Audit remains independent of the activities audited and has maintained objectivity throughout the evaluation process.

This letter is intended solely for the information and use of Management and the Audit Committee and is not intended to be used by any other parties.

Sincerely,

[Signature]

[Name]

Head of Internal Audit

[Company Name]