

DATE: [Insert Date]

TO: [Department Name/Branch Manager Name]

FROM: Internal Audit Department

SUBJECT: Audit Notification: Review of Unclaimed and Dormant Bank Accounts

Dear [Recipient Name],

This letter serves as formal notification that the Internal Audit Department will be conducting an audit of unclaimed and dormant bank accounts for the period of [Insert Start Date] to [Insert End Date].

The primary objectives of this audit are to:

- Verify the accuracy and completeness of the dormant account registry.
- Ensure compliance with statutory escheatment laws and internal policies.
- Assess the effectiveness of controls preventing unauthorized access to inactive funds.
- Confirm that proper customer notification procedures were followed.

To facilitate this review, please provide the following documentation by [Insert Due Date]:

- A listing of all accounts classified as dormant or unclaimed as of [Insert Date].
- Evidence of recent communication attempts made to account holders.
- Records of any account reactivations processed during the audit period.
- Documentation of funds transferred to state authorities (Escheatment logs).

An entrance meeting has been scheduled for [Insert Date/Time] at [Insert Location/Link] to discuss the audit scope and timeline in detail.

Should you have any questions regarding this request, please contact [Lead Auditor Name] at [Phone Number/Email].

Best regards,

[Signature]

[Name of Chief Internal Auditor]

[Title]

[Bank Name]