

**To:** All Staff Members / Department Heads

**From:** [Internal Audit / Risk Management Department]

**Date:** [Insert Date]

**Subject:** Announcement of Internal Asset Quality Review (AQR)

Dear Team,

This letter serves as formal notification that the [Department Name] will conduct an Internal Asset Quality Review (AQR) starting on [Start Date]. The review is expected to conclude by [End Date].

The primary objective of this review is to evaluate the quality of our asset portfolio, ensure compliance with internal policies, and verify the accuracy of asset classifications and valuations. This process is a standard part of our risk management framework to ensure financial stability and operational efficiency.

**Scope of Review:**

- Review of [Specific Asset Types/Portfolio Name].
- Assessment of documentation and credit files.
- Verification of collateral and security interest.
- Compliance check with regulatory requirements.

The review team may require access to specific records, digital files, and personnel for interviews. We request that all requested documentation be provided promptly to ensure a smooth and timely process.

A preliminary meeting will be held on [Date] at [Time] via [Location/Meeting Link] to discuss the logistics and answer any questions regarding the process.

We appreciate your cooperation in maintaining the integrity of our assets.

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]