

[Date]

[Recipient Name]  
[Recipient Job Title]  
[Department Name]  
[Company Name]

**RE: Clarification Request - Audit of Credit Risk Management Policy**

Dear [Recipient Name],

The Internal Audit team is currently reviewing the company's Credit Risk Management Policy to ensure alignment with current regulatory requirements and internal control standards. During our preliminary review, we identified several areas that require further clarification.

Please provide detailed information or supporting documentation regarding the following points:

- **Risk Rating Methodology:** Specific criteria used to assign internal credit ratings to new corporate clients.
- **Exception Reporting:** The formal process for approving credit limit overrides and how these are documented.
- **Review Frequency:** Clarification on the timeline for periodic reviews of existing high-risk accounts.
- **Data Governance:** The source of external credit data and the frequency of data integrity checks within the risk management system.

To ensure the audit remains on schedule, please provide your response or a meeting request to discuss these items by [Insert Date].

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Audit Department]