

INTERNAL MEMORANDUM

TO: [Recipient Name/Department]

FROM: The Internal Audit Division

DATE: [Insert Date]

SUBJECT: [Insert Subject, e.g., Audit Notification / Report Findings]

Dear [Recipient Name],

This communication is issued by the Internal Audit Division regarding [specific project or audit reference].

[Insert body text here. Provide details regarding the scope of the audit, requested documentation, or specific findings and recommendations.]

We require your cooperation in providing the necessary information by [Insert Deadline]. If you have any questions regarding this matter, please contact the lead auditor assigned to this case.

Thank you for your professional cooperation.

Best regards,

[Signature/Name]

Head of Internal Audit
Internal Audit Division