

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Subject: Proposed Audit Timeline and Project Phases

Dear [Recipient Name],

Following our initial engagement, we have developed the following proposed timeline and structural phases for the upcoming audit of [Specific Department or Financial Year]. Our goal is to ensure a thorough review while minimizing disruption to your daily operations.

Phase 1: Planning and Risk Assessment

Estimated Dates: [Start Date] to [End Date]

During this phase, we will define the audit scope, identify key risk areas, and request preliminary documentation. We will also conduct an entrance meeting with your management team.

Phase 2: Fieldwork and Data Collection

Estimated Dates: [Start Date] to [End Date]

This phase involves the testing of internal controls, verification of transactions, and interviews with relevant staff. We will require access to [List specific systems or files] during this period.

Phase 3: Analysis and Evaluation

Estimated Dates: [Start Date] to [End Date]

Our team will review the evidence gathered to determine if any discrepancies exist and evaluate the overall effectiveness of your financial or operational processes.

Phase 4: Reporting and Exit Meeting

Estimated Dates: [Start Date] to [End Date]

We will issue a draft report for your review and hold an exit meeting to discuss our findings. The final audit report will be formally issued after incorporating your feedback.

Please let us know if these dates align with your team's availability. We are happy to adjust the schedule to accommodate any critical business deadlines.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]