

To: All Relevant Employees and Sales Staff

From: Internal Audit Department

Date: [Insert Date]

Subject: Internal Audit Notification: Review of Account Cross-Selling Ethics and Compliance

Dear Team,

The Internal Audit Department will be conducting a formal audit regarding the ethics and procedures associated with account cross-selling activities within the organization. This audit is scheduled to commence on [Insert Start Date] and is expected to conclude by [Insert End Date].

The primary objectives of this audit are to:

- Verify that all new account openings are supported by documented customer consent.
- Ensure that cross-selling incentive programs do not encourage unethical behavior or the creation of unauthorized accounts.
- Assess the effectiveness of internal controls in detecting and preventing "gaming" of sales targets.
- Confirm compliance with federal regulations and internal corporate conduct policies.

The audit will include a review of customer account records, sales performance data, employee training logs, and interviews with selected staff members. We request your full cooperation in providing requested documentation and making staff available for brief discussions if necessary.

Our goal is to ensure that our sales practices align with our core values of integrity and customer trust. A report of the findings and any necessary recommendations will be shared with senior management upon completion.

If you have any immediate questions regarding the scope of this review, please contact [Insert Name/Contact Info].

Regards,

[Your Name]

[Your Title]

Internal Audit Department