

**Date:** [Insert Date]

**To:** [Insert Name of Department Head/Organization]

**From:** [Insert Auditor Name/Department]

**Subject:** Notification of IT Change Management and Security Audit

Dear [Insert Name],

This letter serves as formal notification that the [Insert Department Name] will conduct an audit of the IT Change Management processes and Security Controls currently in place within [Insert Department/System Name].

**Audit Objective:**

The primary objective of this audit is to ensure that all changes to the information technology infrastructure are documented, authorized, and tested to mitigate risks. Additionally, the audit will evaluate the effectiveness of security controls in protecting the integrity and confidentiality of data.

**Scope of Work:**

The audit will cover the period from [Start Date] to [End Date] and will include the following areas:

- Change request and approval workflows.
- Patch management and system update procedures.
- User access controls and identity management.
- Security incident response logs.
- Backup and disaster recovery testing records.

**Requirements:**

To facilitate this process, we request access to the following by [Insert Deadline Date]:

- Current IT Change Management Policy.
- Change logs for the past [Number] months.
- Network diagrams and security architecture documentation.
- Evidence of recent vulnerability scans and remediation.

An entrance meeting has been scheduled for [Insert Date/Time] at [Insert Location/Link] to discuss the audit timeline and introduce the audit team.

Thank you for your cooperation in this matter. Please contact [Insert Contact Name] at [Insert Email/Phone] if you have any questions.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]