

Date: [Insert Date]

To: [Recipient Name/Management Team]

From: [Internal Audit/Compliance Department]

Subject: Notice of Deficiency: Corporate Credit Card Internal Controls

Dear [Recipient Name],

Following a recent review of the organization's corporate credit card expenditures and oversight processes, we have identified specific deficiencies in the current internal control environment. This letter serves as formal notification of these gaps and a request for corrective action.

Identified Deficiencies:

- **Lack of Documentation:** Multiple transactions were processed without itemized receipts or adequate business justifications.
- **Untimely Reconciliation:** Monthly statements are not being reviewed and approved within the required [Number] day window.
- **Missing Authorizations:** Evidence of pre-approval for high-value purchases was not found in [Percentage]% of tested samples.
- **Inadequate Segregation of Duties:** In certain instances, the individual making the purchase is also performing the final reconciliation review.

Risks:

The current weaknesses increase the risk of unauthorized spending, fraudulent activity, and non-compliance with tax and regulatory requirements.

Required Actions:

1. Immediate submission of all outstanding receipts for the period of [Date] to [Date].
2. Mandatory retraining for all cardholders on the Corporate Credit Card Policy.
3. Implementation of a secondary management sign-off for all reconciliations.

Please provide a written response and a remediation plan by [Insert Date]. Failure to address these deficiencies may result in the suspension of credit card privileges for the department.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]