

[Company Name]
[Department/Address]
[City, State, Zip Code]
[Date]

[Employee or Department Head Name]
[Job Title]
[Department]

Subject: Notification of Routine Compliance Audit and Performance Review

Dear [Recipient Name],

This letter is to formally notify you that your department has been scheduled for a routine Compliance Audit and Performance Review. This process is part of our standard internal control procedures to ensure alignment with company policies, legal regulations, and operational standards.

The review is scheduled to begin on **[Start Date]** and is expected to conclude by **[End Date]**. The primary objectives of this audit include:

- Verification of adherence to standard operating procedures (SOPs).
- Review of documentation and record-keeping accuracy.
- Assessment of performance metrics against departmental benchmarks.
- Identification of areas for process improvement or training.

During this period, the internal audit team may require access to specific files, digital records, and brief interviews with team members. Please ensure that all relevant documentation for the period of [Date Range] is organized and available for inspection.

No action is required from you at this time other than facilitating access to the requested information. A preliminary report of the findings will be shared with you for review once the audit is complete.

If you have any questions or have a scheduling conflict, please contact the Compliance Office at [Phone Number/Email] by [Date].

Thank you for your cooperation in maintaining our commitment to excellence and regulatory integrity.

Sincerely,

[Your Name]
[Your Title]
[Company Name]