DATE: [Insert Date]

TO: [Employee Name/Department Head]

FROM: Internal Audit Department

SUBJECT: Notice of Internal Audit: Asset Replacement Compliance

Dear [Name],

This letter serves as formal notification that the Internal Audit Department will be conducting a compliance audit regarding the replacement of [Agency Equipment/Assets/Software].

The objective of this audit is to ensure that all recent replacements follow agency protocols, procurement regulations, and documentation standards. The scope of the audit will cover the period from [Start Date] to [End Date].

To facilitate this process, please prepare the following documentation for review:

- Inventory logs of decommissioned items.
- Purchase orders and invoices for new replacements.
- Approval forms and justification memos for each replacement.
- Disposal certificates for old equipment.

An initial meeting is scheduled for [Date] at [Time] via [Location/Platform] to discuss the audit timeline. Please ensure all relevant staff members are available.

Thank you for your cooperation in maintaining agency compliance standards.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]