[Date **according to T-minus schedule**]

Entity Hard Copy Transmission Draft Report Letter (for performance audits)

Nov-2018

Template Owner: Audit Services

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**IMPORTANT**

**The Office policy is to issue controlled documents electronically. Upon request from the entity, teams may provide a maximum of two hard copies of OAG controlled documents**.

[Civil title, name, and surname of deputy head or its equivalent]

[Title]

[Entity name]

[Building name]

[Street number and name, floor, tower, suite]

[City, province/territory]  [Postal code]

Dear [Civil title and surname of deputy head or its equivalent]:

*This template is to be used when hard copies are sent to the entity. On request from the entity, teams may provide* ***a maximum of two hard copies*** *of OAG-controlled documents.*

As indicated in our letter dated [date the Entity Transmission Draft Audit Report Letter was sent to the entity by email with the CODI document], you will find enclosed [xx—*maximum of 2 hard copies*] controlled copies [numbered xx to xx] of the [English/French] transmission draft report on our performance audit of [subject of the audit][, in both official languages]. The final version of this document will be available to the public on the tabling date in [season 20XX].

Please note that [this copy / these copies] will need to be returned to the Office of the Auditor General of Canada no later than one week after the report is tabled.

If you have any questions or would like to discuss any aspect of this draft audit report, we would be pleased to meet with you. Please call me or the audit director, [name], at 613-995-3708.

Yours sincerely,

[Name]
Principal (responsible for the audit)
240 Sparks Street
Ottawa, Ontario  K1A 0G6

Attachments (2): [Date and control number of each audit document enclosed]

c.c.: [Name of entity’s OAG contact / liaison person (usually the head of the internal audit function], [Title]