[Date]

PX Draft External Advisers Letter

Nov-2017

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[Civil title, Name and Surname of the recipient]

[Title]

[Address of adviser]

[Building name]

[Street number and name, Floor, Tower, Suite]

[City, Province]  [Postal code]

Dear [Civil title and surname of the recipient]:

[*For performance audits*] Thank you for participating as a member of the advisory committee on [subject of the audit report and name(s) of department(s)/agency(s)], to be tabled in Parliament in [Season 20XX].

[*For special examinations*] Thank you for participating as a member of the advisory committee on the special examination of [entity’s name] to be provided to the Crown corporation’s Board of Directors on [day month year].

[*For both PA and SE*]

Please find attached a copy of the current draft of the audit report for your review. We would appreciate your comments on

* the overall tone of the audit report,
* the significance of the issues for parliamentarians,
* any audit issues not included in this draft but discussed at the Advisory Committee meeting that should be included,
* the exhibits (and suggestions for other exhibits), and
* any other elements of the draft audit report.

We would appreciate receiving your comments by [**day month year**].

Please note that this draft is also being reviewed internally. We will take all comments into consideration before issuing the principal’s draft to [department/agency/Crown corporation] officials.

The draft audit report is a controlled document and must be kept confidential. It is labelled “NOT TO BE COPIED, Property of the Office of the Auditor General of Canada, Protected A”. Therefore, until the respective report is tabled in the House of Commons, please treat this document accordingly. [*If the draft was sent in hard copy form:* **Please return the draft to us as soon as you have reviewed it.**]

Please contact [name of director] or me at 613-995-3708 to discuss the audit report by telephone. You may also send your comments by email provided that, for security reasons, you refer only to paragraph numbers and do not quote or paraphrase any part of the audit report.

Yours sincerely,

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

Enclosure (1): Draft Audit Report