[Date]

Entity scoped out letter to deputy head

Nov-2017

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[Civil title, Name and Surname of the recipient—Deputy Head]

[Title]

[Department or Agency name]

[Building name]

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

[City, Province]  [Postal code]

Dear [Civil title and surname of the recipient]:

In my letter dated [day month year], I notified you that the Office of the Auditor General would be undertaking a [performance audit / follow-up audit] on [program / audit topic], and that your [department/agency] would be included in the scope of the audit.

We have completed the plan for this audit and would like to inform you that [name of department or agency] is no longer included in the scope. We thank you for the assistance you and your officials have given us.

[*Note: If applicable; e.g., the Audit Plan Summary has been sent to the entity in paper format*] We remind you that hard copy controlled documents we have sent to your [Department/Agency] during this audit must be kept confidential. Please return all of the hard copy controlled documents to the Office by [day month year — *Note: allow two weeks or discuss a return date with the entity liaison office*] at the latest.

If you have any questions, please contact me at 613-995-3708.

Yours sincerely,

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

c.c.: [Name of entity’s OAG contact / liaison person (usually the Head of Internal Audit and Program Evaluation)], [Title]

[Name of principal with responsibilities for the entity, if different from the audit principal], Principal (responsible for the entity)