

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Auditor's Name]  
[Auditor's Position]  
[Auditor's Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Mode of Operation for Banking Audits

I hope this letter finds you well. In preparation for the upcoming banking audit scheduled for [insert date], I would like to outline our mode of operation to ensure a smooth and efficient process.

1. **\*\*Objective\*\***: Establish clear audit objectives consistent with regulatory requirements and internal policies.
2. **\*\*Scope\*\***: Define the scope of the audit, including specific departments, processes, and transactions to be reviewed.
3. **\*\*Documentation\*\***: Prepare and organize all relevant financial statements, transaction records, and compliance documents for your review.
4. **\*\*Access\*\***: Provide auditors with necessary access to facilities, systems, and personnel for interviews and information gathering.
5. **\*\*Timeline\*\***: Establish a timeline for the audit process, including key milestones and deadlines for deliverables.
6. **\*\*Communication\*\***: Maintain open lines of communication throughout the audit, addressing any concerns or issues promptly.
7. **\*\*Feedback\*\***: Schedule a debriefing session post-audit to discuss findings, suggestions, and areas for improvement.

We appreciate your cooperation and look forward to working together to ensure a thorough and effective audit process. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Company Name]