

Use your letterhead

September XX, 20XX

Association of Inspectors General
Attn: Peer Review Committee Chairman
524 West 59th Street
New York, NY 10019

Dear Mr. Collazo,

I am writing to request that the AIG perform a Peer Review of the XXXXXX Office of Inspector General for the period of January XX, 20XX to December XX, 20XX. I need the Peer Review to be conducted in 20XX.

There are XX divisions of the XXXXXX. This Division follows the standards promulgated by:

- *The Association of Inspectors General Principles and Standards for Offices of Inspector General, and/or*
- *The Institute of Internal Auditors' (IIA) International Standards for the Professional Practice of Internal Auditing (Standards), and/or*
- *The United States General Accountability Office (GAO) Government Auditing Standards, and/or*
- Others as necessary.

The XXXXXX Division is lead by XXXXXX, who has XX auditors under XXX direction. The Investigations Division is lead by XXXXXX, and has XX investigators. The Inspections and Evaluations Division is lead by XXXXXX, and has XX other inspectors and evaluators.

All XX divisions operate under the *Principles and Standards for Offices of Inspector General* promulgated by the AIG.

The number of reports per unit varies by year. The first full year of operations was 20XX, and productivity was low due to various factors.

Division	2012	2013	2014
Audits	4	3	7
Inspections & Evaluations	0	9	2
Investigations	1	8	2

The XXXXXX website (www.XXXXXX.XXX) hosts OIG policies, procedures, plans, reports, public letters, OIG contracts and credit card invoices, staff names and titles, references, and other information. Please feel free to use it for planning the Peer Review.

Please contact me at XXX-XXX-XXXX or XXXXXX@XXXXXX.org if you have any questions or need any further assistance.

XXXXXX
Inspector General