

Legal Compliance Audit Schedule Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

We are writing to confirm the schedule for the upcoming legal compliance audit for [Specify Period/Project Name]. Below are the details:

Audit Schedule

- **Audit Start Date:** [Insert Start Date]
- **Audit End Date:** [Insert End Date]
- **Audit Location:** [Insert Location]
- **Auditors:** [Insert Auditor Names]

Please ensure that the necessary documentation is prepared for review during this audit period. If you have any questions or require further information, feel free to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]