

Audit Schedule Notification

Date: [Insert Date]

To: [Association Members/Board Members]

From: [Your Name/Your Position]

Dear [Association Name] Members,

We are writing to inform you of the upcoming audit schedule for our association's finances. This audit is a crucial part of our commitment to transparency and accountability in managing our funds.

Audit Schedule:

- **Date of Audit:** [Insert Audit Date]
- **Time:** [Insert Audit Time]
- **Location:** [Insert Audit Location]

Please ensure that all relevant financial documents and records are organized and accessible for the auditors.

We appreciate your cooperation and commitment to maintaining the integrity of our association's finances.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Association Name]