

Technology Audit Scheduling Notice

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal notice regarding the upcoming technology audit scheduled for [date] at [time]. The audit will take place at [location].

The purpose of this audit is to assess our current technology systems and to ensure compliance with our internal policies and regulatory requirements. Your participation and input will be invaluable.

Please prepare the necessary documentation and any relevant information that could assist in this evaluation. Should you have any questions or require further clarification, do not hesitate to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number].

Thank you for your cooperation and support.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]