

Internal Audit Schedule Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Department]

[Company Name]

[Company Address]

Dear [Recipient Name],

We would like to formally confirm the schedule for the upcoming internal audit. The details are as follows:

- **Audit Start Date:** [Insert Start Date]
- **Audit End Date:** [Insert End Date]
- **Department/Area Being Audited:** [Insert Department/Area]
- **Audit Team Lead:** [Insert Team Lead Name]

Please ensure that all relevant documentation and personnel are prepared for the audit. Should you have any questions or require further information, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Company Name]

[Contact Information]