

Audit Appointment Confirmation

Dear [Client's Name],

We are pleased to confirm your audit appointment scheduled for:

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

During this audit, our team will review your financial records and processes to ensure compliance with applicable standards and regulations. Please have all necessary documents ready for our review.

If you have any questions or need to reschedule, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]