

# Audit Schedule Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

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

## Audit Schedule

<b>Date</b>	<b>Time</b>	<b>Department/Area</b>
[Insert Date]	[Insert Time]	[Insert Department/Area]

Please ensure that all relevant documents and personnel are available during this period. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]