

Audit Schedule Coordination Confirmation

Date: [Insert Date]

To: [Partner's Name]

[Partner's Company]

[Partner's Address]

Dear [Partner's Name],

We are writing to confirm the audit schedule coordination for the upcoming audit period. As discussed during our previous meetings, we have proposed the following dates:

- **Audit Start Date:** [Insert Start Date]
- **Audit End Date:** [Insert End Date]
- **Key Milestones:**
 - [Milestone 1 Date & Description]
 - [Milestone 2 Date & Description]

Please confirm your availability on these dates and let us know if any adjustments are necessary. Your cooperation is vital for the successful completion of this audit.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]