

Audit Timeline Affirmation

Date: [Insert Date]

To: [Team Members' Names]

From: [Your Name]

Subject: Audit Timeline Affirmation

Dear Team,

This letter serves as an affirmation of our agreed-upon timeline for the upcoming audit process. It is essential that we adhere to the following schedule to ensure a smooth and efficient audit:

- Kick-off Meeting: [Date]
- Document Review: [Date]
- Fieldwork Start: [Date]
- Fieldwork End: [Date]
- Preliminary Findings Meeting: [Date]
- Final Report Submission: [Date]

Please confirm your availability for these dates and ensure that all preparations are made accordingly. Should you have any questions or require adjustments, do not hesitate to reach out.

Thank you for your cooperation and dedication.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]