

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditing Firm Name]

[Auditing Firm Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We are writing to confirm the timing of the external audit for [Company Name] for the fiscal year ending [Date].

The audit is scheduled to commence on [Start Date] and is expected to conclude by [End Date]. We appreciate your team's efforts in conducting this audit and ensuring a smooth process.

Please do not hesitate to reach out if you require any further information or assistance prior to the audit.

Thank you and we look forward to your team's arrival.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]