

# Audit Schedule Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Auditing Firm's Name]

[Auditing Firm's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We are writing to confirm the schedule for the upcoming audit of [Your Company Name] by [Auditing Firm's Name]. The audit is planned to take place on the following dates:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]

The audit will be conducted at our premises located at [Your Company Address]. Please let us know if there are any specific documents or information you will require in advance of your visit.

We look forward to your team's arrival and are committed to facilitating a smooth audit process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]