

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to inform you that the audit for [Company Name] has been scheduled for [Audit Date]. The audit will be conducted by [Auditor's Name/Company] and is expected to begin at [Start Time] and conclude by [End Time].

Please ensure that all necessary documents and personnel are available to facilitate the audit process. Should you have any questions or need further information, feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]