

Audit Confirmation Letter

Date: [Insert Date]

To: [Stakeholder's Name]
[Stakeholder's Position]
[Company Name]
[Company Address]

Dear [Stakeholder's Name],

We are writing to confirm the schedule for the upcoming audit of [Company/Department Name].
The details are as follows:

- **Audit Period:** [Start Date] to [End Date]
- **Audit Team:** [Audit Team Members]
- **Location:** [Location of Audit]
- **Purpose of Audit:** [Brief Purpose]

We appreciate your cooperation and assistance during this process. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]