

Charity Audit Scheduling Details

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Scheduled Audit for [Charity Name]

Dear [Recipient Name],

We would like to inform you that the audit for [Charity Name] has been scheduled as follows:

- **Audit Start Date:** [Insert Start Date]
- **Audit End Date:** [Insert End Date]
- **Location:** [Insert Location]
- **Auditors:** [Insert Auditor Names]

Please ensure that all necessary documents and records are prepared for review prior to the start date. If you have any questions or need further clarification, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Charity Name]

[Contact Information]