

Compliance Audit Timeline Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We are writing to confirm the timeline for the upcoming compliance audit to be conducted for [Specify Department or Area] for the fiscal year [Year]. Below are the key dates associated with the audit process:

- **Audit Start Date:** [Insert Start Date]
- **Document Submission Deadline:** [Insert Deadline]
- **Fieldwork Period:** [Insert Dates]
- **Preliminary Findings Presentation:** [Insert Date]
- **Final Report Submission:** [Insert Date]

Please ensure that all necessary documents are prepared and accessible by the submission deadline. If you have any concerns regarding the timeline or the audit process, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]