

# Logistics Compliance Audit Schedule Confirmation

Dear [Recipient's Name],

We are writing to confirm the schedule for the upcoming logistics compliance audit at [Company Name]. Below are the details of the audit:

- **Audit Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

We appreciate your cooperation in ensuring that all necessary documents and personnel are available for the audit. Please do not hesitate to reach out if you have any questions or need further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]