

## **Subject: Reminder for Updated Audit Planning**

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder regarding the updated audit planning that we discussed in our last meeting. As we approach the upcoming audit period, it is crucial that we finalize our planning to ensure a smooth process.

Please review the attached documents and provide your feedback by [Due Date]. Your input is highly valuable to us.

Thank you for your attention to this matter. If you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]