

# Audit Schedule Approval Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the approval of the audit schedule as discussed. The audit will take place from [Start Date] to [End Date]. The audit team will consist of the following members:

- [Team Member 1 Name]
- [Team Member 2 Name]
- [Team Member 3 Name]

We appreciate your cooperation and look forward to the successful completion of this audit.

Thank you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company]