

Dear [Client's Name],

We hope this message finds you well. As part of our ongoing efforts to ensure a smooth and efficient audit process, we would like to provide you with our proposed schedule for the assessment of your accounts.

Audit Staff Schedule

Date	Staff Member	Assessment Area
[Date 1]	[Staff Name 1]	[Area of Assessment 1]
[Date 2]	[Staff Name 2]	[Area of Assessment 2]
[Date 3]	[Staff Name 3]	[Area of Assessment 3]

We appreciate your cooperation in this audit process and look forward to working closely with your team. If you have any questions or require any adjustments to this schedule, please do not hesitate to let us know.

Best Regards,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]