

# Audit Staff Scheduling for Compliance Checks

Date: [Insert date]

To: [Audit Staff Name]

From: [Your Name]

Subject: Schedule for Upcoming Compliance Checks

Dear [Audit Staff Name],

This letter serves to inform you about the scheduling of compliance checks that will take place in the upcoming weeks. Please find below the details of your assignments:

## Scheduled Compliance Checks

Date	Time	Location	Assigned Task
[Insert Date 1]	[Insert Time 1]	[Insert Location 1]	[Insert Task 1]
[Insert Date 2]	[Insert Time 2]	[Insert Location 2]	[Insert Task 2]
[Insert Date 3]	[Insert Time 3]	[Insert Location 3]	[Insert Task 3]

Please ensure you have reviewed the compliance check procedures and come prepared with any necessary documentation. If you have any conflicts with the scheduled times, contact me by [Insert Deadline for Changes].

Thank you for your cooperation and commitment to maintaining compliance standards.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]