

Audit Staff Meeting Schedule

Date: [Insert Date]

To: [Audit Team Members]

From: [Your Name]

Dear Team,

Please find below the schedule for our upcoming team meetings:

Date	Time	Agenda
[Insert Date 1]	[Insert Time 1]	[Insert Agenda 1]
[Insert Date 2]	[Insert Time 2]	[Insert Agenda 2]
[Insert Date 3]	[Insert Time 3]	[Insert Agenda 3]

Please confirm your availability for these meetings by [Insert Deadline]. If you have any conflicts, do not hesitate to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]