

# Audit Oversight Review Scheduling

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Scheduling of Audit Oversight Review

Dear [Recipient's Name],

We are in the process of scheduling the upcoming Audit Oversight Review for [insert period or project name]. This review aims to assess our compliance with relevant regulations and standards, improve our processes, and ensure accountability in our financial reporting.

## **Proposed Dates:**

- [Proposed Date 1]
- [Proposed Date 2]
- [Proposed Date 3]

Please let us know your availability for the proposed dates, or suggest alternatives that may work better for you. Your input is essential in ensuring a productive review process.

Thank you for your cooperation and attention to this matter. We look forward to your timely response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]