

Audit Certification Training Schedule

Dear [Recipient's Name],

We are pleased to inform you that the Audit Certification Training is scheduled as follows:

Training Details:

Date	Time	Location	Agenda
March 10, 2024	9:00 AM - 5:00 PM	Conference Room A	Introduction to Audit Standards
March 11, 2024	9:00 AM - 5:00 PM	Conference Room A	Risk Assessment Techniques
March 12, 2024	9:00 AM - 5:00 PM	Conference Room A	Final Examination and Review

Please confirm your attendance by replying to this email by [RSVP Date].

Thank you, and we look forward to seeing you in the training.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]