

# Audit Schedule Communication

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Audit Schedule Notification

Dear [Recipient Name],

We are writing to inform you of the upcoming audit scheduled for [Insert Date]. The audit will cover the following areas:

- [Area 1]
- [Area 2]
- [Area 3]

Please prepare the necessary documentation and ensure that all relevant personnel are available during the audit period. The audit is expected to take place from [Start Time] to [End Time].

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]