

Confirmation of Cooperative Audit Participation

Date: [Insert Date]

To: [Participant's Name]

[Participant's Address]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming cooperative audit scheduled for [Insert Audit Date]. Your expertise and insights are invaluable in ensuring a successful audit process.

Please find below the details of the audit:

- **Date:** [Insert Audit Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Location]

We kindly request you to confirm your attendance by [Insert Confirmation Deadline]. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your participation and commitment to this important process.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]