

Audit Confirmation

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are writing to confirm the scheduling of your upcoming audit. The details are as follows:

- **Audit Type:** [Insert Audit Type]
- **Scheduled Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please ensure that the necessary documents and personnel are available for this audit. If you have any questions or need to reschedule, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]