

# Confirmation of Post-Audit Review Meeting

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Post-Audit Review Meeting

Dear [Recipient's Name],

This letter is to confirm your attendance at the post-audit review meeting scheduled for [Insert Date and Time]. The meeting will be held at [Insert Location/Platform].

Agenda:

- Review of audit findings
- Discussion on action plans
- Next steps and responsibilities

Please let us know if you have any additional topics you would like to discuss.

We look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]