

Subject: Scheduling Post-Audit Review Meeting

Dear [Recipient's Name],

I hope this message finds you well. Following our recent audit, I would like to schedule a post-audit review meeting to discuss the findings and any necessary actions moving forward.

Proposed Dates and Times:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

Please let me know your availability for the proposed times or suggest alternative dates if these do not work for you.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]