

Invitation to Schedule Software Audit Meeting

Dear [Recipient's Name],

I hope this message finds you well. We would like to schedule a meeting to conduct a software audit for [Project/Department Name]. The aim of this audit is to ensure compliance and assess the current software usage within our operations.

Please let us know your availability for the following proposed dates and times:

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

If none of these times work, please suggest alternative options that suit your schedule.

We look forward to your prompt response so we can finalize the meeting arrangements.

Thank you!

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]