

Third-Party Audit Scope and Objectives Discussion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Discussion on Third-Party Audit Scope and Objectives

Dear [Recipient's Name],

We would like to convene a meeting to discuss the scope and objectives of the upcoming third-party audit. This discussion is crucial for ensuring that we align our expectations and clarify any specific areas of focus.

Proposed Agenda:

- Overview of Audit Requirements
- Defined Scope of the Audit
- Key Objectives and Goals
- Timeline and Milestones
- Questions and Open Discussion

We would appreciate your input on any additional topics you feel should be included in our discussion. Please let us know your availability for the meeting within the next week.

Thank you for your attention, and we look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]