

To: [Client's Name]

From: [Auditor's Name]

Date: [Date]

Subject: External Auditor Reporting Timeline

Dear [Client's Name],

We appreciate the opportunity to work with you and your team. Below is the proposed timeline for our external auditing process:

Audit Timeline

- **Kick-off Meeting:** [Date]
- **Preliminary Risk Assessment:** [Date]
- **Fieldwork Start:** [Date]
- **Fieldwork End:** [Date]
- **Review of Draft Report:** [Date]
- **Final Report Submission:** [Date]
- **Closing Meeting:** [Date]

We look forward to collaborating with you during this process. Please let us know if you have any questions regarding the timeline or the audit process.

Sincerely,

[Auditor's Name]

[Firm's Name]

[Contact Information]