

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditing Firm's Name]

[Address]

[City, State, Zip]

Dear [Auditor's Name],

We are writing to confirm the scheduling of the external audit for [Company Name]. The audit is scheduled to begin on [Start Date] and will conclude on [End Date]. Please find the details below:

- **Audit Scope:** [Brief description of the audit scope]
- **Location:** [Audit location]
- **Key Contacts:** [List of key contacts]
- **Documents Required:** [List of required documents]

We appreciate your cooperation and look forward to working together to ensure a smooth audit process. If you have any questions or require further information, please do not hesitate to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]