

# External Audit Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: External Audit Timelines and Expectations

Dear [Recipient's Name],

We are writing to inform you about the upcoming external audit scheduled for [Insert Audit Period]. This audit is essential for ensuring compliance and maintaining the integrity of our financial reporting.

## Audit Timeline:

- Pre-Audit Preparation: [Start Date] - [End Date]
- Fieldwork: [Start Date] - [End Date]
- Draft Report Review: [Start Date] - [End Date]
- Final Report Issuance: [Insert Date]

## Expectations:

1. All relevant documentation must be prepared and available by [Insert Date].
2. Key personnel should be available for interviews during the fieldwork period.
3. Open communication is encouraged to address any questions or concerns.

Thank you for your cooperation in this important process. Please do not hesitate to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]