

# Confirmation of Policy Review Timing

Dear [Recipient's Name],

We are writing to confirm the timing for the review of our current policies. The review is scheduled for [Date] at [Time]. Please ensure all relevant materials are prepared for discussion.

If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]