

# Policy Review Schedule Acknowledgment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Policy Review Schedule Acknowledgment

Dear [Recipient Name],

This letter serves as an acknowledgment of the scheduled review of our current policies as discussed on [Insert Discussion Date]. The review is set to take place on [Insert Review Date]. Please ensure that you are prepared to present any relevant information regarding the policies in question.

Below is the schedule for the policy review:

- Review of Policy A: [Insert Time]
- Review of Policy B: [Insert Time]
- Review of Policy C: [Insert Time]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]