

Quick External Audit Notification Email

Subject: External Audit Scheduled – Immediate Notice

Dear All,

Please be informed that an external audit by [Audit Firm Name] is scheduled to begin on October 20, 2025. The auditors will focus on our financial records, compliance reports, and legal documentation.

Kindly make sure that all necessary documents are available for review. The auditors may also request interviews with staff for clarification.

Your timely cooperation is highly appreciated.

Regards,

[Your Name]

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