

[Sender Name]  
[Sender Title]  
[Organization Name]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Department/Organization]

**Subject: Interview Schedule for Key Personnel - [Project/Audit Name]**

Dear [Recipient Name],

As part of the upcoming [Project/Audit/Evaluation] for [Company Name], we have identified several key personnel whose insights are essential to our process. We would like to schedule formal interviews to discuss [specific goals/topics].

The proposed interview schedule is as follows:

- **[Name of Personnel 1]** - [Job Title]  
Date: [Date]  
Time: [Time]  
Location/Link: [Room Number or Meeting Link]
- **[Name of Personnel 2]** - [Job Title]  
Date: [Date]  
Time: [Time]  
Location/Link: [Room Number or Meeting Link]
- **[Name of Personnel 3]** - [Job Title]  
Date: [Date]  
Time: [Time]  
Location/Link: [Room Number or Meeting Link]

Each session is expected to last approximately [Duration, e.g., 45 minutes]. We kindly ask that you confirm the availability of the individuals listed above by [Deadline Date]. If any conflicts exist, please suggest an alternative time slot.

Thank you for your cooperation and support in this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]