

[Sender Name]
[Sender Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Department]

Subject: Confirmation of Process Walkthrough - [Process Name]

Dear [Recipient Name],

This letter serves to confirm the details of the upcoming process walkthrough for [Process Name]. The purpose of this session is to review the current workflow, identify control points, and ensure all documentation accurately reflects operational practices.

The walkthrough is scheduled as follows:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location/Link:** [Meeting Room or Virtual Link]
- **Lead Facilitator:** [Name]

During this session, we will focus on the following key areas:

- [Key Step 1]
- [Key Step 2]
- [Key Step 3]

To ensure a productive session, please have any relevant desktop procedures, logs, or system access ready for demonstration. If there are any conflicts with the scheduled time, please notify me by [Deadline Date].

Thank you for your cooperation and for your commitment to process excellence.

Sincerely,

[Signature]
[Sender Name]