

Notification of Change in Energy Audit Date

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the date for the scheduled energy audit at [Location/Facility Name] has been changed.

Originally set for [Original Date], the audit will now take place on [New Date]. We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]