

# Notice of Policy Amendment

Date: [Insert Date]

To: [External Auditor's Name]

[External Auditor's Company Name]

[Company Address]

Dear [External Auditor's Name],

We are writing to formally notify you of an amendment to our existing policy that may impact your role as our external auditor. The amendment is intended to enhance compliance and streamline our auditing processes.

Effective [Insert Effective Date], the following changes will be implemented:

- Change 1: [Describe the policy change]
- Change 2: [Describe the policy change]
- Change 3: [Describe the policy change]

We believe that these amendments will improve our collaboration and ensure a more effective audit process. Please review the attached documents for detailed information about the policy changes.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]