

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Auditor's Name]

[Auditor's Position]

[Audit Firm Name]

[Firm Address]

[City, State, Zip Code]

Dear [Auditor's Name],

I am writing to formally accept the proposed changes to the audit schedule for [Specific Audit Name] originally planned for [Original Date]. After reviewing the revised dates, I confirm that we are in agreement with the new schedule set for [New Dates].

We appreciate your understanding and flexibility in accommodating this change. Please let us know if you require any further information or clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]