

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We acknowledge the receipt of your request to reschedule the upcoming audit originally planned for [original date]. We understand the need for this change and are happy to accommodate your request.

The audit has been rescheduled for [new date]. Please confirm if this date works for your team or if further adjustments are needed.

Thank you for your cooperation and understanding. We look forward to your confirmation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]