

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the adjusted dates for the upcoming audit as discussed. The new schedule is as follows:

- **Start Date:** [New Start Date]
- **End Date:** [New End Date]
- **Location:** [Audit Location]

We appreciate your understanding and flexibility in accommodating these changes. Should you have any questions or require further information, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]