

Subject: Inquiry About Modifying the Audit Schedule

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of modifying the current audit schedule for [specific audit or department]. Due to [specific reason for the request], I believe that a revised schedule could enhance our efficiency and effectiveness.

Could we possibly discuss this matter at your earliest convenience? I would appreciate your insights and any necessary adjustments that could be made.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]