

Letter of Intent to Revise Audit Appointment

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express our intent to revise the auditing appointment initially set for [original date]. Due to [reason for revision], we believe it is necessary to update the schedule for the audit.

We propose to reschedule the audit appointment to [new proposed date]. We hope this new timing is convenient for you and your team. Please let us know if you have any other preferences.

We appreciate your understanding and cooperation in this matter. Looking forward to your confirmation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]