

# Notification of Revised Audit Timetable

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you about a revision in the audit timetable that was initially communicated to you. The updates have been made to accommodate [reason for changes, if applicable].

## Revised Audit Schedule:

- Start Date: [Insert New Start Date]
- End Date: [Insert New End Date]
- Location: [Insert Location]

We appreciate your understanding and cooperation regarding this change. Should you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]