

# Proposal for New Audit Timeframe

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Adjusting Audit Timeframe

I hope this message finds you well. I am writing to propose a new timeframe for our upcoming audit, which I believe will enhance our audit efficiency and effectiveness.

After a thorough analysis of our current schedule and processes, I recommend the following adjustments:

- New Start Date: [Insert Date]
- Proposed Duration: [Insert Duration]
- Reason for Change: [Brief Reason]

Implementing this new timeframe will allow us to [mention benefits, e.g., "better allocate resources and ensure comprehensive reviews"]. I am confident that this change will lead to a more fruitful audit experience.

I would appreciate the opportunity to discuss this proposal further at your earliest convenience. Please let me know a suitable time for you.

Thank you for considering this proposal. I look forward to your feedback.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]