

# Request for Audit Schedule Change

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, State, ZIP Code]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change to the scheduled audit originally set for [original audit date]. Due to [reason for rescheduling], we are unable to proceed as planned on the specified date.

We would like to propose rescheduling the audit to [new proposed date]. We believe that this adjustment will allow us to better prepare and ensure a comprehensive review.

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please let us know if the proposed date works for you or if further adjustments are necessary.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]