

Withdrawal Letter from Original Audit Schedule

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw from the original audit schedule that was agreed upon for [insert specific audit details].

Due to [brief reason for withdrawal], I believe it is in the best interest of both parties to retract my participation at this time.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Please confirm the receipt of this withdrawal letter, and let me know if further action is required on my part.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]