

# Audit Timeline Change Announcement

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Change in Audit Timeline

Dear [Recipient Name],

We would like to inform you of a change to the timeline for the upcoming audit originally scheduled for [original date]. Due to [reason for change], the new scheduled dates are as follows:

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

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please feel free to reach out to us with any questions or concerns.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]