

# Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Delay in Audit Process

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a delay in the audit process originally scheduled for [original date]. Due to [brief reason for the delay], we are unable to proceed as planned.

We understand the importance of this audit and are taking all necessary steps to ensure that it is completed as efficiently as possible. We anticipate that the audit will be rescheduled for [new proposed date].

We appreciate your understanding and cooperation in this matter. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]