

Notification of Audit Date Change

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you that the date for the scheduled audit originally set for [Original Date] has been changed. The new date for the audit is now [New Date].

We apologize for any inconvenience this may cause and appreciate your understanding. Should you have any questions or need further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]