

# Postponement of Audit Notification

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the scheduled audit originally planned for [Original Audit Date] has been postponed due to [Reason for Postponement].

We understand the importance of this audit and are committed to ensuring a thorough and effective process. We would like to propose rescheduling the audit to [Proposed New Audit Date], but we are open to discussing other dates that may be more convenient for your team.

We apologize for any inconvenience this may cause and appreciate your understanding. Please confirm your availability for the new proposed date or suggest alternatives at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]