

# Request to Reschedule Audit Activities

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the rescheduling of the upcoming audit activities originally planned for [original date]. Due to [brief explanation of reason for rescheduling], we are unable to proceed as scheduled.

We understand the importance of the audit process and are committed to ensuring it proceeds smoothly. Therefore, we would like to propose rescheduling to [suggested new dates], or we are open to any alternative dates that may be convenient for you.

Thank you for considering our request. We appreciate your understanding and flexibility in this matter. Please feel free to reach out if you need any further information or clarification.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]