

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Revised Audit Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to communicate an update regarding the timeline for the upcoming audit. After careful consideration and discussions with our team, we have revised the schedule. Please find the updated timeline below:

- Kick-off Meeting: [New Date]
- Fieldwork Start Date: [New Date]
- Fieldwork End Date: [New Date]
- Draft Report Issuance: [New Date]
- Final Report Due: [New Date]

We understand that changes can be challenging, and we appreciate your flexibility and understanding as we move forward. Should you have any questions or require further clarification, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter, and we look forward to a successful audit process.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]