

Audit Opinion Adjustment Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about an adjustment to our audit opinion regarding [Specify Period or Financial Statement]. After a thorough review of the relevant information and following recent developments, we have identified the need for changes in our initial audit findings.

The adjustment is due to [Briefly Describe Reason for Adjustment]. As a result, we have revised our audit opinion to [Specify New Opinion].

We are committed to maintaining transparency and ensuring that all stakeholders are informed of any significant changes. We appreciate your understanding and cooperation in this matter.

Should you have any questions or require further discussion, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]