

Audit Scope Modification Request

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Request for Modification of Audit Scope

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to the audit scope for the [Insert Audit Name] scheduled on [Insert Date]. After a detailed review of the current scope, we believe that certain adjustments are necessary to align with our objectives and to ensure a comprehensive assessment.

The proposed modifications include:

- [Modification 1]
- [Modification 2]
- [Modification 3]

We believe these changes will enhance the audit process and provide more valuable insights. Please let us know a convenient time for you to discuss this request further.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]