

Extended Audit Criteria Update

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of the recent updates to the extended audit criteria that will be implemented in the upcoming audit cycle. These changes are designed to enhance our auditing processes and ensure compliance with the latest standards.

Key updates include:

- Modification of [specific criteria 1]
- Introduction of [specific criteria 2]
- Clarification on [specific criteria 3]

Please review the attached documents for detailed information regarding these updates.

We appreciate your attention to these changes and look forward to your cooperation.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]