

Healthcare Audit Rescheduling Notice

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

We are writing to inform you that the healthcare audit originally scheduled for [original date] has been rescheduled. The new date for the audit is [new date].

We apologize for any inconvenience this may cause and appreciate your understanding. The audit is an important part of our ongoing efforts to maintain compliance and improve quality within our organization.

If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]