

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of New Auditor Appointment

We are writing to inform you that [Company Name] has appointed [New Auditor's Name] from [Auditor Firm Name] as our new auditor effective [Start Date].

[Brief explanation of the reason for the change, if applicable.]

[New Auditor's Name] brings extensive experience in [briefly mention relevant experience or qualifications]. We are confident that their expertise will significantly contribute to our financial operations and ensure compliance with all regulatory standards.

Please update your records accordingly and feel free to reach out to [New Auditor's Name] directly at [New Auditor's Contact Information] for any questions or further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]