

Audit Action Plan

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

Subject: Audit Action Plan for [Audit Period/Project]

Following our recent audit conducted on [insert date], we have identified several key findings that require immediate attention. Below is the action plan developed to address these findings:

Action Items

- **Finding 1:** [Description of Finding 1]
 - **Action Plan:** [Description of Action Plan]
 - **Responsible Person:** [Name/Title]
 - **Deadline:** [Due Date]
- **Finding 2:** [Description of Finding 2]
 - **Action Plan:** [Description of Action Plan]
 - **Responsible Person:** [Name/Title]
 - **Deadline:** [Due Date]
- **Finding 3:** [Description of Finding 3]
 - **Action Plan:** [Description of Action Plan]
 - **Responsible Person:** [Name/Title]
 - **Deadline:** [Due Date]

We appreciate your cooperation in addressing these matters promptly. Please provide us with updates on the progress of the action items listed above by [insert follow-up date].

Thank you for your attention to these important issues.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]