

Audit Follow-Up Request

Date: [Insert Date]

To: [Auditor's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Auditor's Name],

I hope this message finds you well. I am writing to follow up on the audit conducted on [insert audit date] for [insert reason or area of audit].

Please provide an update on the status of the audit findings and recommendations. We are keen to address any issues raised and implement necessary improvements as soon as possible.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]