

Follow-Up Letter for Third-Party Audit Findings

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. Following the recent third-party audit conducted on [Insert Date of Audit], we would like to address the findings outlined in the audit report received on [Insert Date Report Was Received].

We are committed to ensuring compliance and improving our processes based on the feedback provided. Below, we have summarized the key findings along with our proposed actions:

- **Finding 1:** [Brief description of finding] - *Action:* [Proposed action]
- **Finding 2:** [Brief description of finding] - *Action:* [Proposed action]
- **Finding 3:** [Brief description of finding] - *Action:* [Proposed action]

We value your insights and would appreciate your feedback on our proposed actions. Additionally, please let us know if there are any further steps you recommend for us to fully address the findings.

Thank you for your continued support. We look forward to collaboration as we work towards rectifying these findings.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]