

Internal Audit Feedback Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Feedback on Internal Audit Findings

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to improve our processes and ensure compliance, we have recently completed an internal audit of [specific area/process audited]. We value your input and would appreciate your feedback on our findings and recommendations.

Please find the attached audit report which outlines the key observations and suggested improvements. We would like to hear your thoughts on these matters by [insert response deadline]. Your feedback will not only enhance our audit process but also contribute to the overall efficiency of our operations.

Thank you for your attention and cooperation. If you have any questions or require further information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]