

Pharmaceutical Service Quality Audit Follow-Up

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Follow-Up on Quality Audit Findings

Dear [Recipient Name],

Thank you for your participation in the recent pharmaceutical service quality audit conducted on [Insert Audit Date]. We appreciate your cooperation and commitment to maintaining our service excellence standards.

Following our findings, we have identified several areas for improvement which we believe will enhance our service delivery and compliance with regulatory standards. Below are the key findings:

- Finding 1: [Brief Description]
- Finding 2: [Brief Description]
- Finding 3: [Brief Description]

We recommend the following actions to address these findings:

- Action 1: [Recommendation]
- Action 2: [Recommendation]
- Action 3: [Recommendation]

We kindly request that you submit a response detailing how you plan to address these findings by [Insert Deadline]. Please feel free to reach out if you require any clarification or further assistance.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]