

Charity Audit Follow-up Instructions

Date: [Insert Date]

To: [Insert Charity Organization Name]

Address: [Insert Address]

Dear [Charity Organization Contact Name],

We hope this message finds you well. Following our recent audit conducted on [insert date of audit], we would like to provide you with the necessary follow-up instructions to ensure compliance and enhance your organization's financial practices.

Follow-up Instructions:

1. **Documentation:** Please submit all requested documentation by [insert deadline]. This includes, but is not limited to, financial statements, receipts, and internal controls documentation.
2. **Action Plan:** Develop and submit an action plan addressing the findings from the audit report by [insert deadline].
3. **Training:** Schedule training for staff involved in financial management to address areas of improvement highlighted in the audit.
4. **Update Policy:** Review and update financial policies as necessary, reflecting any changes made after the audit findings.

Your cooperation is crucial in enhancing the transparency and accountability of your organization. If you have any questions or require further clarification on the above instructions, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]