

# Royalties Audit Follow-up

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

## Subject: Follow-up on Royalties Audit Questions

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our recent royalties audit conducted on [Audit Date]. We appreciate your cooperation throughout this process.

We would like to clarify a few outstanding questions that arose during the audit. Specifically, we are seeking further information regarding the following:

- Question 1: [Detail]
- Question 2: [Detail]
- Question 3: [Detail]

We kindly request your response by [Response Deadline] to ensure we can finalize the audit report in a timely manner. If you need any additional details or clarification from our side, please feel free to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]