

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. Following our recent circulation of the audit results dated [Date of Audit Results], I would like to take a moment to follow up on the findings and foster further discussion regarding the next steps.

As outlined in the report, the key areas identified include [Briefly Mention Key Findings]. We believe that it is essential to address these points to ensure compliance and improve our overall operations.

I would appreciate it if we could schedule a meeting to discuss these findings and develop a plan of action. Please let me know your availability in the upcoming weeks.

Thank you for your attention to this matter. I look forward to your feedback and to collaborating on a path forward.

Best regards,

[Your Name]
[Your Position]