

Internal Audit Follow-Up Communication

Date: [Insert Date]

To: [Department Name]

From: [Your Name]
[Your Position]
[Your Department]

Dear [Department Head's Name],

Following our recent internal audit conducted on [Insert Audit Date], we would like to address the findings relevant to your department. The purpose of this communication is to follow up on the initial audit report provided on [Insert Report Date] and ensure that appropriate actions are being taken.

Audit Findings Summary

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

Action Plan

Please provide us with an update on the following action items:

- Action Item 1: [Description] - Due by [Due Date]
- Action Item 2: [Description] - Due by [Due Date]
- Action Item 3: [Description] - Due by [Due Date]

We appreciate your cooperation and commitment to improving our processes. Kindly submit your response by [Insert Response Due Date].

If you have any questions or require further clarification, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]
[Your Contact Information]