

# Follow-Up on Audit Action Items

To: [Recipient's Name]

From: [Your Name]

Date: [Date]

Subject: Follow-Up on Audit Action Items

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the action items identified in the recent audit conducted on [Date of Audit].

## Action Items Status

- **Action Item 1:** [Description] - Status: [Completed/In Progress/Not Started]
- **Action Item 2:** [Description] - Status: [Completed/In Progress/Not Started]
- **Action Item 3:** [Description] - Status: [Completed/In Progress/Not Started]

Please provide an update on the current status of these action items by [Deadline Date]. Your cooperation in ensuring that these items are addressed promptly is greatly appreciated.

If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]