

IT Compliance Audit Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on IT Compliance Audit Findings

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the recent IT compliance audit conducted on [Insert Date of Audit]. We appreciate your cooperation and assistance during this process.

As outlined in the audit report, there were several key findings that require attention:

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

To ensure compliance, we would like to discuss the following action items:

1. [Action Item 1: Description and Deadline]
2. [Action Item 2: Description and Deadline]
3. [Action Item 3: Description and Deadline]

Please let us know your availability for a follow-up meeting to discuss these findings and our next steps. Your prompt response will greatly assist in maintaining our compliance standards.

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]