

# Internal Audit Action Plan Follow-Up

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Follow-Up on Internal Audit Action Plan

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing efforts to enhance our internal controls and operational efficiency, I am writing to follow up on the action items outlined in the recent internal audit conducted on [Insert Audit Date].

## Action Items Status

Action Item	Responsible Person	Due Date	Status
[Action Item 1]	[Responsible Person]	[Due Date]	[Status]
[Action Item 2]	[Responsible Person]	[Due Date]	[Status]

Please provide an update on the status of the above action items by [Insert Response Due Date]. Should you require any assistance or additional resources, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]