

To: [Recipient Name]

From: [Your Name]

Date: [Date]

Subject: Reminder for Pending Corrective Actions from Recent Internal Audit

Dear [Recipient Name],

This is a friendly reminder regarding the corrective actions identified in the recent internal audit conducted on [date of audit]. The following items are pending completion:

- **Action Item 1:** [Description of action item] - Due by [due date]
- **Action Item 2:** [Description of action item] - Due by [due date]
- **Action Item 3:** [Description of action item] - Due by [due date]

Please provide an update on the progress of these actions by [specific date]. If you have any questions or need assistance, feel free to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]