

Internal Audit Follow-Up Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Internal Audit Findings

Dear [Recipient's Name],

As part of our ongoing commitment to ensuring compliance and improving our processes, I am writing to follow up on the recent internal audit conducted on [Insert Date]. The audit highlighted several key areas that require prompt attention, and I would like to request an update on the status of the corrective actions.

The specific findings were:

- [Finding 1]
- [Finding 2]
- [Finding 3]

Please provide an update on the implementation of the recommendations outlined in the audit report by [Insert Deadline]. Your timely response will help us maintain our standards and ensure continuous improvement within our organization.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]