

# Internal Audit Process Improvement Follow-Up

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Follow-Up on Internal Audit Process Improvement Recommendations

Dear [Recipient Name],

I hope this message finds you well. Following our recent internal audit conducted on [insert date], I would like to provide a follow-up regarding the process improvement recommendations discussed in our previous meeting.

## Summary of Recommendations:

- Recommendation 1: [Brief description]
- Recommendation 2: [Brief description]
- Recommendation 3: [Brief description]

## Status Update:

Please find below the current status of each recommendation:

- **Recommendation 1:** [Status - e.g., Implemented, In Progress]
- **Recommendation 2:** [Status - e.g., Pending, Not Started]
- **Recommendation 3:** [Status - e.g., Completed, Under Review]

## Next Steps:

I suggest we schedule a follow-up meeting to discuss any challenges faced during the implementation phase and explore additional support if needed. Please let me know your availability for the week of [insert week].

Thank you for your attention to these important matters. I look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]