

Internal Audit Recommendation Implementation

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

From: [Your Name]

Title: [Your Title]

Department: [Your Department]

Dear [Recipient's Name],

Subject: Implementation of Internal Audit Recommendations

We are writing to follow up on the recommendations presented in the internal audit report dated [Insert Report Date]. This letter serves as a formal communication regarding the steps taken towards the implementation of the suggested improvements.

Summary of Recommendations

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

Implementation Status

The following actions have been taken to implement the recommendations:

- Action 1: [Details]
- Action 2: [Details]
- Action 3: [Details]

Next Steps

We are committed to completing the implementation of all recommendations by [Insert Deadline]. Regular progress updates will be provided to ensure transparency and accountability.

Thank you for your ongoing support and cooperation. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Department]