

# Internal Audit Recommendation Tracking

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Internal Audit Recommendations Status Update

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## Recommendation Tracking Summary

Recommendation ID	Description	Responsible Party	Due Date	Status	Comments
1	Improve financial reporting processes.	Finance Department	[Insert Due Date]	[Insert Status]	[Insert Comments]
2	Enhance cybersecurity measures.	IT Department	[Insert Due Date]	[Insert Status]	[Insert Comments]

For further questions or clarifications, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]