

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous request for your audit confirmation regarding [specific subject or account] dated [original request date]. As of today, we have not yet received your response.

Your confirmation is vital for the completion of our audit process and we appreciate your cooperation in this matter. If you could please provide the requested information at your earliest convenience, it would greatly help us ensure a smooth audit process.

If you have already sent the confirmation, please disregard this reminder. Should you have any questions or need further clarification, do not hesitate to reach out to me directly.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company]