

Follow-Up on Audit Action Items

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the recent audit conducted on [audit date] concerning [scope of the audit]. As part of our commitment to continuous improvement and compliance, we have identified several action items that need to be addressed.

Action Items Summary

- Action Item 1: [Description] - Status: [Current Status]
- Action Item 2: [Description] - Status: [Current Status]
- Action Item 3: [Description] - Status: [Current Status]

We request your updates regarding the implementation of these action items by [due date]. Please ensure that any challenges or additional support needed are communicated effectively so that we may assist in resolving them.

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

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]