

Follow-Up on Risk Management Audit

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[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 the recent risk management audit conducted on [date of audit]. As we discussed during our last meeting, the preliminary findings indicated several areas for improvement in our risk management practices.

I would like to schedule a time to discuss the audit results in detail and outline the steps we can take to address the identified risks. Please let me know your availability for a meeting in the upcoming week.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]