

Audit Committee Action Items

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Action Items from Audit Committee Meeting

Action Items

- **Action Item 1:** [Description of Action Item]
Responsible Party: [Name] | *Due Date:* [Date]
- **Action Item 2:** [Description of Action Item]
Responsible Party: [Name] | *Due Date:* [Date]
- **Action Item 3:** [Description of Action Item]
Responsible Party: [Name] | *Due Date:* [Date]

Next Meeting

The next Audit Committee meeting is scheduled for [Insert Date and Time].

Thank you for your attention to these matters.

Sincerely,
[Your Name]
[Your Title]