

Due Diligence Audit Follow-Up

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We would like to follow up regarding the due diligence audit conducted on [insert date of audit]. We appreciate your cooperation during the audit process and the valuable information you provided.

As part of our follow-up, we would like to discuss the findings and address any outstanding items that may require your attention. Please find the key points summarized below:

- [Finding 1 - Description]
- [Finding 2 - Description]
- [Finding 3 - Description]

We kindly request a meeting to discuss these points further. Please let us know your availability for the upcoming week, and we will do our best to accommodate.

Thank you again for your collaboration and support.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]