

Audit Risk Assessment Follow-Up Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining effective oversight and governance, we are following up on the recent audit risk assessment conducted on [insert date of audit].

Our initial findings identified several areas of concern, including [briefly outline key risks identified]. We would like to discuss your insights on these matters and any progress made since our last communication.

We appreciate your collaboration and look forward to your feedback. Please let us know your availability for a follow-up meeting by [insert deadline].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]