

Dear [Recipient's Name],

We hope this message finds you well. We are writing to follow up on the completion of the recent healthcare audit conducted on [Audit Date]. We appreciate your cooperation and support throughout the auditing process.

As part of our commitment to continuous improvement and patient care excellence, we would like to highlight the key findings from the audit:

- [Finding 1 - Summary]
- [Finding 2 - Summary]
- [Finding 3 - Summary]

We kindly request that you review these findings and provide your feedback by [Feedback Deadline]. Your insights are invaluable to us as we develop our action plan moving forward.

Thank you once again for your collaboration in this important process. Should you have any questions or require further clarification, please do not hesitate to reach out to us.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]