

Insurance Audit Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a follow-up regarding our recent insurance audit conducted on [audit date]. We appreciate your cooperation during the audit process.

As part of the audit, we require the following documentation for our records:

- [Document 1]
- [Document 2]
- [Document 3]

Please submit the requested documents by [submission deadline] to ensure our records remain up to date. You can send the documents via email to [email address] or via regular mail to [mailing address].

If you have any questions or need further clarification, feel free to reach out to me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]