

# Government Audit Follow-up Inquiry

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Address: [Recipient's Address]

Dear [Recipient's Name],

Subject: Follow-up Inquiry Regarding Audit Findings

We hope this letter finds you well. As part of our ongoing efforts to ensure transparency and accountability in government operations, we are following up on the recent audit conducted on [specific department/program] that took place on [audit date].

During the audit, we identified some key findings that require further clarification. To effectively address these issues, we kindly request your response on the following inquiries:

1. [Inquiry 1]
2. [Inquiry 2]
3. [Inquiry 3]

Please provide your response by [response deadline] to facilitate a timely resolution. Your cooperation is greatly appreciated and will assist in enhancing our audit processes.

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]