

Post-Implementation Review of Audit Software

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Post-Implementation Review of [Software Name]

Dear [Recipient's Name],

We are writing to conduct a post-implementation review of the [Software Name] audit software that was recently implemented on [Implementation Date]. This review aims to assess the effectiveness and efficiency of the software in meeting our auditing needs.

Objectives of the Review

- Evaluate user satisfaction with the software's features and functionality.
- Assess the impact on audit workflows and processes.
- Identify any issues or challenges encountered during the implementation.
- Gather feedback for potential improvements or additional training needs.

Feedback Request

We kindly request your feedback by [Feedback Deadline]. Specifically, we would like to know:

- Your overall satisfaction with the software.
- Any specific features you find particularly helpful or lacking.
- Any challenges faced during the transition to the new software.
- Suggestions for improvement or additional training required.

Your insights are invaluable to us in ensuring the software meets our auditing needs effectively. Please complete the attached feedback form and return it to us by the deadline mentioned above.

Thank you for your cooperation and support in this process.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]