

# Audit Qualification Follow-Up

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Follow-Up on Audit Qualifications

We appreciate your cooperation during the recent audit conducted on [Date of Audit]. As noted in our audit report dated [Report Date], several qualifications were identified that require follow-up. This letter serves as a reminder and an opportunity to address the points raised.

The qualifications identified included:

- [Qualification 1 - Brief Description]
- [Qualification 2 - Brief Description]
- [Qualification 3 - Brief Description]

To move forward, we request that you provide an update on the actions taken to address these qualifications by [Response Due Date]. Your input is crucial in ensuring compliance and improving our processes.

Thank you for your immediate attention to this matter. Should you have any questions or require further assistance, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]