

Audit Control Deficiencies Follow-Up

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. Following our recent audit conducted on [Insert Date of Audit], we identified several control deficiencies that require your attention.

Summary of Control Deficiencies

- Deficiency 1: [Brief Description]
- Deficiency 2: [Brief Description]
- Deficiency 3: [Brief Description]

We are reaching out to follow up on the status of your corrective actions regarding these deficiencies. Please provide us with an update on the steps taken to address these issues by [Insert Deadline].

We appreciate your cooperation and commitment to continuous improvement within our operations.

Thank you for your attention to this matter. Should you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]