

Follow-Up on Audit Findings

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. Following our recent audit conducted on [date of audit], we would like to take this opportunity to follow up on the findings and recommendations outlined in the audit report.

As discussed, our key findings included:

- [Finding 1]
- [Finding 2]
- [Finding 3]

We would appreciate your feedback on our recommendations:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

We would like to schedule a follow-up meeting to discuss these findings further. Please let us know your availability in the coming weeks.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]