

Audit Feedback Collection

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to continuous improvement and quality assurance, we are reaching out to gather your valuable feedback regarding the recent audit conducted on [insert date or period of audit].

Your insights play a crucial role in helping us enhance our processes and ensure compliance with the relevant standards. We would greatly appreciate if you could take a few moments to share your thoughts on the following areas:

- Effectiveness of the audit process
- Clarity of communication
- Areas for improvement
- Any additional comments

Please feel free to respond via email or to the address provided below by [insert deadline]. Your feedback will be kept confidential and will only be used for the purpose of improving our audit practices.

Thank you for your cooperation and support. We look forward to hearing from you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]