

# Audit Risk Assessment Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a follow-up to our recent audit risk assessment conducted on [Insert Date of Audit]. We appreciate your cooperation during the process and want to discuss the findings and recommendations in further detail.

Key areas of risk identified during our assessment include:

- [Risk Area 1]
- [Risk Area 2]
- [Risk Area 3]

We recommend the following actions to mitigate these risks:

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

We would like to schedule a meeting to discuss these findings and recommendations further. Please let us know your availability for a meeting at your earliest convenience.

Thank you for your attention to these important matters. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]