

Follow-Up on Client Audit Documents

Dear [Client's Name],

I hope this message finds you well. I wanted to follow up regarding the audit documents we requested on [specific date]. As we aim to ensure a smooth audit process, your timely submission of these documents is crucial.

If you require any assistance or have questions about the needed documents, please do not hesitate to reach out. We greatly appreciate your cooperation.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]