

Follow-Up on Audit Feedback

Date: [Insert Date]

To: [Auditor's Name]

From: [Your Name]

Subject: Follow-Up on Audit Feedback

Dear [Auditor's Name],

I hope this message finds you well. I am writing to follow up on the feedback provided from the recent audit conducted on [Insert Date of Audit] concerning [Briefly Describe the Area of Audit].

We appreciate the time and effort you took to evaluate our processes and provide constructive suggestions. I would like to discuss a few key points from your feedback, specifically:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

We have started implementing improvements based on your suggestions and would welcome the opportunity to discuss our progress. Could we schedule a time to connect in the coming days?

Thank you once again for your valuable insights. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]