

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I would like to take this opportunity to provide formal feedback regarding the recent audit review conducted on [specific area/department] for the period of [time frame].

Firstly, I would like to commend the audit team for their thorough analysis and attention to detail. The findings presented were clear and well-documented, particularly in the areas of [specific strengths identified in the audit].

However, I would also like to address a few areas of concern that require further consideration:

- [Concern #1]
- [Concern #2]
- [Concern #3]

To address these issues, I recommend the following actions:

1. [Action Item #1]
2. [Action Item #2]
3. [Action Item #3]

We appreciate the efforts made by the audit team and look forward to collaborating with you to implement the necessary improvements. Please feel free to reach out if you would like to discuss this feedback further.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]