

[Your Name]

[Your Position]

[Your Company]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Auditor's Name]

[Auditor's Firm]

[Firm Address]

[City, State, Zip Code]

Dear [Auditor's Name],

I hope this message finds you well. We are currently in the process of evaluating our internal processes and would greatly appreciate your feedback regarding the recent audit you conducted for [specific project or period]. Your insights are invaluable to us and will help enhance our operations.

We are particularly interested in your observations related to [specific areas or aspects], and any recommendations you may have moving forward.

Thank you in advance for your time and assistance. Please let us know a convenient time for you to discuss this further, or feel free to reply via email.

Best regards,

[Your Name]

[Your Position]

[Your Company]