

# Request for Feedback on External Audit

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to continual improvement and excellence in our operations, we recently completed an external audit conducted by [Audit Firm Name] during the period of [Audit Period]. We greatly value the insights and recommendations provided by the auditors.

We kindly request your feedback regarding the audit process and any observations you may have about our performance. Your feedback is crucial to help us identify areas of strength and opportunities for improvement.

Please take a moment to share your thoughts by [Insert Feedback Method, e.g., email, survey link, etc.]. We would appreciate receiving your feedback by [Insert Deadline].

Thank you for your attention to this matter. We appreciate your cooperation and look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company]