

External Audit Follow-Up Communication

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Auditor's Name]

[Auditing Firm]

[Firm's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We appreciate the completion of the recent external audit conducted on [Date of Audit]. We are committed to addressing the comments and recommendations provided in your report.

This letter serves as a formal follow-up regarding the findings and our action plan:

- **Finding 1:** [Brief description of the finding]
- **Action Taken:** [Description of corrective actions taken]
- **Expected Completion Date:** [Date]

- **Finding 2:** [Brief description of the finding]
- **Action Taken:** [Description of corrective actions taken]
- **Expected Completion Date:** [Date]

We will continue to monitor these areas and keep you updated on our progress. Thank you for your guidance and support throughout this process. Please feel free to reach out if you have further questions or require additional information.

Best regards,

[Your Name]

[Your Title]

[Your Company]