

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the recent audit conducted on [specific area or department] that was completed on [date]. We appreciate the efforts of the audit team and their recommendations.

We would like to discuss the results in further detail and explore how we can address the findings effectively. Please let us know a convenient time for a meeting to review these results and outline our action plan.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]