

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Auditor's Name]

[Auditor's Firm]

[Auditor's Address]

[City, State, ZIP Code]

Dear [Auditor's Name],

I hope this message finds you well. I am writing to follow up regarding the financial review that was conducted on [date of the review]. We appreciate the insights provided and are eager to ensure that any outstanding matters are addressed in a timely manner.

If you have any preliminary findings or require additional documentation, please do not hesitate to reach out. We are committed to cooperating fully with the audit process and value your expertise.

Thank you once again for your support. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]