

Audit Findings Remediation Status

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Audit Findings Remediation Status Update

Overview

This letter provides an update on the status of the remediation of the findings identified during the recent audit conducted on [Insert Date].

Audit Findings Summary

Finding Number	Description	Remediation Status	Responsible Person	Target Completion Date
1	[Description of Finding 1]	[Status e.g., In Progress, Completed]	[Name]	[Date]
2	[Description of Finding 2]	[Status e.g., In Progress, Completed]	[Name]	[Date]

Next Steps

We will continue to monitor the progress of the remediation efforts and provide updates as necessary. Please ensure that all responsible individuals are aware of their duties and deadlines.

Conclusion

Thank you for your attention to these important matters. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]