

Benefit Plan Audit Follow-Up Items

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

City, State, Zip: [City, State, Zip]

Dear [Recipient Name],

We hope this message finds you well. Following our recent audit of the benefit plan, we have identified several follow-up items that require your attention. Please find the list below:

- [Follow-up Item 1 Description]
- [Follow-up Item 2 Description]
- [Follow-up Item 3 Description]
- [Follow-up Item 4 Description]
- [Follow-up Item 5 Description]

We kindly ask that you provide responses or documents related to these items by [Insert Deadline]. This will assist us in ensuring compliance and efficient resolution of any outstanding issues.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]