

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current status of the audit for our benefit plan, which was initiated on [insert date of audit commencement]. As we are approaching the timeline for its completion, I would appreciate any updates you could provide regarding the progress made thus far.

Understanding the audit status is crucial for our planning purposes and to ensure compliance with the relevant regulations. If there are any outstanding documents or information that you require from our side, please do not hesitate to let me know.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]