

Internal Audit Follow-Up Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Follow-Up on Internal Audit Findings

Introduction

This report serves as a follow-up on the findings from the internal audit conducted on [insert date of original audit].

Audit Findings

Finding	Status	Responsible Party	Action Plan
[Finding #1 Description]	[Resolved/In Progress/Not Resolved]	[Name/Department]	[Action Plan Summary]
[Finding #2 Description]	[Resolved/In Progress/Not Resolved]	[Name/Department]	[Action Plan Summary]

Conclusion

The actions taken in response to the above findings are critical to our organization's compliance and integrity. Please ensure that any unresolved issues are addressed promptly.

Next Steps

A meeting will be scheduled to discuss the ongoing progress and any additional assistance required.

Attachments

Please refer to attached documents for more detailed information.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Title]

[Your Department]