

Insurance Audit Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, ZIP: [Recipient's City, State, ZIP]

Dear [Recipient's Name],

I hope this message finds you well. We are following up regarding the recent insurance audit conducted on [Insert Date]. We appreciate your cooperation and the information provided during the audit process.

As a next step, we would like to review any outstanding documentation that is necessary for completing our evaluation. Please let us know if there are any issues or if you require any assistance in gathering these documents. It is our priority to ensure that this audit is completed in a timely and efficient manner.

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

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]