

Internal Audit Follow-Up Actions

Date: [Insert Date]

To: [Board Members/Committee Name]

From: [Your Name]

Subject: Follow-Up Actions from Internal Audit

Dear [Board Members/Committee Name],

I hope this message finds you well. As a follow-up to the recent internal audit conducted on [Insert Date], I am writing to provide an update on the actions taken in response to the audit findings.

Summary of Findings:

- Finding 1: [Brief description]
- Finding 2: [Brief description]
- Finding 3: [Brief description]

Follow-Up Actions:

- Action 1: [Description of action taken, responsible party, and target completion date]
- Action 2: [Description of action taken, responsible party, and target completion date]
- Action 3: [Description of action taken, responsible party, and target completion date]

We believe these actions will address the concerns raised during the audit and strengthen our internal controls. We will continue to monitor the implementation of these actions and provide updates as necessary.

Thank you for your attention to this matter. Should you have any questions or require further information, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]