

[Date]

[Contact Name/Audit Liaison]

[Granting Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Status Update on Prior Year Audit Findings - [Organization Name]

Dear [Contact Name],

In accordance with the Uniform Guidance (2 CFR 200.511), we are providing this update regarding the status of audit findings reported in our Single Audit for the fiscal year ended [Previous Fiscal Year End Date].

Below is the Summary Schedule of Prior Audit Findings:

Finding Number: [e.g., 2023-001]

Finding Title: [Title from previous report]

Status: [Fully Corrected / Partially Corrected / Not Corrected / No Longer Valid]

Planned Corrective Action: [If not fully corrected, describe the actions taken so far and the remaining steps to be completed.]

Finding Number: [e.g., 2023-002]

Finding Title: [Title from previous report]

Status: [Fully Corrected / Partially Corrected / Not Corrected / No Longer Valid]

Planned Corrective Action: [If not fully corrected, describe the actions taken so far and the remaining steps to be completed.]

We remain committed to maintaining a strong internal control environment and ensuring full compliance with federal award requirements. If you require additional documentation regarding these updates, please contact [Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Organization Name]