

[Company Name]
[Department Name]
[Date]

To: The Audit Committee
From: [Name/Title of Internal Auditor or Lead]
Subject: Audit Activity Status Update - [Reporting Period]

Dear Members of the Audit Committee,

This letter provides an update on the progress of the annual audit plan and key activities since our last meeting.

1. Audit Plan Progress

- **Completed Audits:** [List completed projects]
- **Audits in Progress:** [List ongoing projects and current stage]
- **Deferred/Cancelled Audits:** [List any changes to the plan and why]

2. Key Findings and Observations

[Briefly describe any significant issues, control weaknesses, or high-risk findings identified during this period.]

3. Remediation Status

Of the [Number] open recommendations from previous audits:

- [Number] have been fully implemented.
- [Number] are currently in progress.
- [Number] are overdue [Provide brief explanation for delays].

4. Resource and Administrative Updates

[Mention any changes in staffing, budget, or use of external consultants.]

We are available to discuss these items in further detail during the upcoming committee meeting on [Meeting Date].

Sincerely,

[Signature]
[Typed Name]
[Job Title]