

[Your Name/Department]  
[Organization Name]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Department Name]

**Subject: Follow-Up on Management Remediation Plans - [Audit Report Name/Reference Number]**

Dear [Recipient Name],

This letter is a follow-up regarding the remediation plans outlined in response to the audit findings issued on [Date of Original Report].

According to our records, the following corrective actions were scheduled for completion by [Target Date]:

- **Finding 1:** [Brief Description] - Action: [Remediation Detail]
- **Finding 2:** [Brief Description] - Action: [Remediation Detail]

Please provide a status update on these items by [Response Deadline Date]. Specifically, we require:

- Confirmation of completion for finalized actions.
- Supporting documentation or evidence of the implementation.
- An updated timeline and explanation for any actions that remain outstanding or delayed.

If the remediation efforts have already been completed and documented, please disregard this notice or provide the reference number for our review.

Thank you for your cooperation in strengthening our internal control environment. Should you have any questions, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]