

Audit Discrepancies and Resolutions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Audit Discrepancies and Proposed Resolutions

During our recent audit conducted on [insert date], we identified several discrepancies that require immediate attention. These discrepancies include:

- **Discrepancy 1:** [Brief description of discrepancy]
- **Discrepancy 2:** [Brief description of discrepancy]
- **Discrepancy 3:** [Brief description of discrepancy]

To resolve these issues, we propose the following actions:

- **Resolution 1:** [Description of resolution]
- **Resolution 2:** [Description of resolution]
- **Resolution 3:** [Description of resolution]

We believe that implementing these resolutions will address the discrepancies effectively and enhance our operational procedures. We appreciate your prompt attention to this matter and look forward to your feedback.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]