

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Auditor's Name]

[Auditor's Title]

[Auditor's Company Name]

[Auditor's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

Thank you for providing us with the findings from the recent quality audit conducted on [date of audit]. We appreciate your thorough evaluation of our processes and the opportunity to address the findings. Below is our response to the identified issues:

**Audit Finding 1: [Description of Finding]**

Response: [Your response to the finding, including actions taken or planned to resolve the issue.]

**Audit Finding 2: [Description of Finding]**

Response: [Your response to the finding, including actions taken or planned to resolve the issue.]

**Audit Finding 3: [Description of Finding]**

Response: [Your response to the finding, including actions taken or planned to resolve the issue.]

We are committed to continuous improvement and appreciate your feedback that helps guide our efforts. Should you require any further information or clarification regarding our responses, please do not hesitate to contact us.

Thank you once again for your valuable insights.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]