

# Audit Findings Response

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Auditor's Name]

[Auditor's Position]

[Auditing Firm/Company]

[Auditor's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

Thank you for your audit conducted on [insert audit period]. We appreciate the effort and thoroughness that went into identifying the following findings:

- Finding 1: [Description of the finding]
- Finding 2: [Description of the finding]
- Finding 3: [Description of the finding]

In response to these findings, we have undertaken the following actions:

- Action for Finding 1: [Describe the corrective action]
- Action for Finding 2: [Describe the corrective action]
- Action for Finding 3: [Describe the corrective action]

We are committed to continuous improvement and will monitor this process to ensure compliance moving forward. Should you require any further information or clarification, please feel free to contact me directly.

Thank you once again for your valuable insights.

Sincerely,

[Your Name]

[Your Position]