

# Audit Resolution Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

To: [Auditor's Name]

[Auditor's Position]

[Auditing Firm]

[Auditing Firm Address]

[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Proposal for Audit Resolution

We appreciate the thorough audit conducted on [date of the audit] regarding [scope of audit]. We acknowledge the findings and recommendations provided in your audit report dated [date of the report].

In response to your observations, we have prepared an audit resolution proposal outlined as follows:

## 1. Summary of Findings

[Summarize the key findings of the audit]

## 2. Proposed Actions

[List the specific actions to be taken to resolve the findings]

## 3. Timeline for Implementation

[Provide a timeline for when these actions will be implemented]

## **4. Responsible Parties**

[Identify individuals responsible for each proposed action]

We believe these actions will address the issues identified and help enhance our operational efficiency. We are committed to working with your team to ensure a successful resolution.

Please feel free to reach out should you require further information or clarification on any point mentioned above.

Thank you for your assistance and guidance throughout this process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company]