

Compliance Audit Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are currently conducting a compliance audit for [Insert relevant period or project]. As part of this process, we have identified certain areas where we require clarification to ensure our findings are accurate and comprehensive.

We kindly request that you provide clarification on the following points:

1. [Clarification Point 1]
2. [Clarification Point 2]
3. [Clarification Point 3]

We appreciate your cooperation and support in helping us complete this audit efficiently. We would be grateful if you could respond by [Insert Response Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]