

Compliance Audit Findings Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Acknowledgment of Compliance Audit Findings

Dear [Recipient's Name],

We acknowledge the receipt of the audit findings report dated [Insert Report Date] concerning our compliance with [Insert Specific Regulations/Standards]. We appreciate the effort put forth by the audit team in conducting this assessment.

We are reviewing the findings outlined in the report and are committed to addressing the identified issues promptly. Our preliminary response to the findings is as follows:

- Finding 1: [Brief Description] - Action Plan: [Proposed Action]
- Finding 2: [Brief Description] - Action Plan: [Proposed Action]
- Finding 3: [Brief Description] - Action Plan: [Proposed Action]

We will keep you updated on our progress and any corrective actions taken to mitigate these findings. If you have any further queries or require additional information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]