

# Audit Discrepancies Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Audit Discrepancies and Corrective Action Planning

Dear [Recipient's Name],

We are writing to inform you of discrepancies identified during the recent audit conducted on [Insert Date]. The following issues require corrective action:

1. **Discrepancy 1:** [Description of discrepancy 1]
2. **Discrepancy 2:** [Description of discrepancy 2]
3. **Discrepancy 3:** [Description of discrepancy 3]

In order to address these discrepancies effectively, we request that you develop a corrective action plan that includes the following:

- A detailed explanation of the root causes of the discrepancies.
- Proposed corrective actions and their expected outcomes.
- A timeline for implementing the corrective actions.
- Assigned personnel responsible for each action item.

Please submit your corrective action plan by [Insert Deadline]. Should you require any assistance or clarification during this process, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]