

External Audit Response Collection

Date: [Insert Date]

To: [Auditing Firm's Name]

From: [Your Company's Name]

Subject: Response to External Audit Findings

Introduction

Dear [Auditor's Name],

We appreciate your efforts during the recent audit of our financial statements for the fiscal year ended [insert date]. We have reviewed your findings and would like to provide our responses as follows:

Findings and Responses

1. Finding 1: [Brief Description]

Response: [Your detailed response to the finding, including any corrective actions taken].

2. Finding 2: [Brief Description]

Response: [Your detailed response to the finding, including any corrective actions taken].

3. Finding 3: [Brief Description]

Response: [Your detailed response to the finding, including any corrective actions taken].

Conclusion

We value the insights provided during the audit process and remain committed to addressing any identified issues diligently. Please feel free to reach out should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]