

Audit Conclusion Explanation Request

Date: [Insert Date]

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. As part of our ongoing review process, we have completed our recent audit and have formulated our conclusions regarding [specific area or topic]. However, we would appreciate it if you could provide us with further clarification on certain points that are crucial for our understanding.

Specifically, we would like to request your insights on the following:

- [Specific Point 1]
- [Specific Point 2]
- [Specific Point 3]

Your expertise in these areas will greatly assist us in our final assessment and reporting. We kindly ask that you provide your responses by [insert deadline date] to ensure we stay on schedule.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]