

# Audit Feedback Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification on Audit Feedback

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification on the feedback received during the recent audit conducted on [Insert Date or Period].

We acknowledge the points raised regarding [Insert Specific Issues or Feedback]. We appreciate the detailed observations and would like to address the following:

1. **Point 1:** [Clarification on Point 1]
2. **Point 2:** [Clarification on Point 2]
3. **Point 3:** [Clarification on Point 3]

We are committed to improving our processes and assure you that we are taking all feedback seriously. If you have any further questions or need additional information, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]