

# Audit Findings Discussion Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Discussion on Audit Findings

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss the findings from our recent audit conducted on [Insert Audit Date or Period]. The audit identified several key areas that require attention and discussion in order to ensure compliance and improvement within our organization.

The main findings to discuss include:

- [Finding 1]
- [Finding 2]
- [Finding 3]

I believe that a detailed discussion will provide us with the opportunity to address these findings collaboratively and develop an action plan to mitigate any identified risks.

Could you please let me know your available times for a meeting? I appreciate your attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]