

# Audit Findings Inquiry for Clarification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to seek clarification regarding the findings from the recent audit conducted on [insert date of audit]. After reviewing the audit report, we have identified several areas where further explanation is required to enhance our understanding and rectify any potential issues.

## **Audit Findings Summary:**

- Finding 1: [Brief description of finding]
- Finding 2: [Brief description of finding]
- Finding 3: [Brief description of finding]

Please provide additional details regarding the above findings, including the context and any supporting documentation that can assist us in resolving these issues.

We appreciate your cooperation and look forward to your prompt response by [insert response deadline]. Should you require further information or wish to discuss this matter directly, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]