

Audit Issue Explanation Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing audit process, we have identified an issue that requires your clarification.

The specific issue pertains to [describe the issue briefly, e.g., discrepancies in financial records, compliance matters, etc.]. This matter is crucial for us to complete our audit process accurately and efficiently.

We kindly request that you provide us with a detailed explanation regarding this issue by [specific date]. Your insights will greatly aid us in ensuring that all records are correctly evaluated.

Thank you for your cooperation and prompt attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]