

# Audit Observation Clarification Letter

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]

Dear [Recipient's Name],

Subject: Clarification of Audit Observation Details

We hope this letter finds you well. Following our recent audit conducted from [start date] to [end date], we would like to provide clarification concerning the observations noted in our report dated [report date].

## Observation Details

**Observation 1:** [Description of the first observation]

**Clarification:** [Details explaining the observation]

**Observation 2:** [Description of the second observation]

**Clarification:** [Details explaining the observation]

## Conclusion

We appreciate your attention to these matters and are available for any further discussion or clarification you may need. Please feel free to reach out to us at [your contact information].

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization Name]