

Audit Recommendation Interpretation Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an interpretation of the audit recommendations provided in the [Insert Audit Report Name] issued on [Insert Date of Report].

Specifically, we would like to gain further clarification on the following recommendations:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Understanding these recommendations in detail will greatly assist us in the implementation process and ensure that we address the auditors' concerns adequately.

Thank you for your attention to this matter. We appreciate your guidance and support.

Looking forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]