

Audit Report Discrepancies Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification of Discrepancies in Audit Report

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention some discrepancies identified in the recent audit report dated [Insert Date of Audit Report]. After careful review, we noted the following discrepancies:

- **Discrepancy 1:** [Brief description]
- **Discrepancy 2:** [Brief description]
- **Discrepancy 3:** [Brief description]

We would appreciate the opportunity to clarify these issues to ensure accuracy and transparency. Kindly provide us with the necessary documents or insights regarding these discrepancies by [Insert Deadline].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]