

Audit Result Clarification Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to seek clarification regarding the results of the recent audit conducted on [Insert Date of Audit]. We have reviewed the findings detailed in the audit report and have some specific inquiries that we believe require further clarification.

Clarification Points:

- [First clarification point]
- [Second clarification point]
- [Third clarification point]

We would appreciate your response to these inquiries at your earliest convenience, as this information is crucial for our ongoing processes and decision-making. If necessary, we would be happy to arrange a meeting to discuss these matters in detail.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]