

Response to Audit Findings

Date: [Insert Date]

To: [Auditor's Name]

From: [Your Name]

Subject: Response to Audit Findings

Dear [Auditor's Name],

We appreciate your recent audit conducted on [Insert Date] regarding [Specify the Area of Audit]. We have carefully reviewed the findings presented in your report dated [Insert Date of Audit Report]. Below, please find our responses to each of the findings identified:

Finding 1: [Title of Finding]

Response: [Your detailed response to the finding, including acknowledgment of the issue and plans for corrective action.]

Finding 2: [Title of Finding]

Response: [Your detailed response to the finding, including acknowledgment of the issue and plans for corrective action.]

Finding 3: [Title of Finding]

Response: [Your detailed response to the finding, including acknowledgment of the issue and plans for corrective action.]

We take the findings seriously and are committed to addressing the issues identified in a timely and effective manner. We will keep you informed on our progress regarding the corrective actions.

Thank you for your diligence and support. Please feel free to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]