

# Audit Resolution Communication

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Audit Resolution for [Audit Period/Subject]

Dear [Recipient Name],

We appreciate your collaboration during the recent audit conducted for the period of [Insert Audit Period]. Following the audit findings and recommendations, we have taken the necessary steps to resolve the identified issues.

## Summary of Findings

- Finding 1: [Description]
- Finding 2: [Description]
- Finding 3: [Description]

## Actions Taken

- Action for Finding 1: [Description]
- Action for Finding 2: [Description]
- Action for Finding 3: [Description]

We believe these actions address the concerns raised and enhance our overall compliance processes. Please feel free to reach out should you require any further information or clarification.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]