

Audit Appeal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Audit Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Appeal of Audit Findings - [Your Case/Account Number]

Dear [Audit Agency Contact Name],

I am writing to formally appeal the findings of the audit conducted on [date of audit] regarding [brief description of the subject of the audit]. I appreciate the efforts of the audit team, but I believe there are grounds to challenge the conclusions reached in the audit report.

The specific findings I wish to contest are as follows:

- [Finding 1]
- [Finding 2]
- [Finding 3]

In support of my appeal, I am providing the following documentation:

- [Document 1]
- [Document 2]
- [Document 3]

I believe that a thorough review of these documents will clarify the misunderstandings noted in the audit findings and provide justification for amending the conclusions.

I request an opportunity to discuss this matter further at your earliest convenience. Please contact me at [your phone number] or [your email address] to arrange a meeting.

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

Sincerely,

[Your Name]