

Response to Audit Findings

Date: [Insert Date]

To: [Insert Auditor's Name]

From: [Insert Your Name or Department]

Subject: Response to Audit Findings Report

Dear [Insert Auditor's Name],

We have received your report regarding the audit findings dated [Insert Date]. We appreciate the insights provided and take your concerns seriously. Below are our responses to the findings outlined in your report:

Finding 1: [Insert Finding Title]

Response: [Insert Response to Finding 1]

Finding 2: [Insert Finding Title]

Response: [Insert Response to Finding 2]

Finding 3: [Insert Finding Title]

Response: [Insert Response to Finding 3]

We are committed to addressing these findings and implementing the recommended actions to improve our processes. We will provide updates on our progress and are open to further discussions on these matters.

Thank you for your diligence in this audit process.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]