

Audit Qualification Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Auditor's Name]

[Audit Firm Name]

[Firm Address]

[City, State, ZIP Code]

Dear [Auditor's Name],

Subject: Appeal Against Audit Qualification for [Year/Period]

I hope this letter finds you well. I am writing to formally appeal the qualifications raised in the audit report for the fiscal year [insert year]. While we appreciate the efforts taken by your team during the audit process, we believe there are grounds to contest the qualification regarding [specific qualification details].

[Here, include specific details about the qualification, referencing any supporting documents or evidence that contest the auditor's findings. Be concise and to the point.]

We are dedicated to ensuring compliance and accuracy in our financial reporting and would appreciate the opportunity to discuss this matter further. We believe that a review of the provided evidence will clarify the situation and potentially lead to a revision of the list of qualifications.

Please let us know a convenient time for you to meet, or feel free to reach out via phone at [your phone number] or email at [your email address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]