

Audit Qualification Assessment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Audit Qualification Assessment

We are writing to inform you that our audit team has completed the preliminary assessment for the financial year ending [Insert Year]. This assessment aims to identify and evaluate any qualifications regarding the financial statements in accordance with applicable auditing standards.

During our review, we noted the following observations:

- [Observation 1]
- [Observation 2]
- [Observation 3]

These findings may impact our audit opinion. We recommend a meeting to discuss these observations and to develop a plan for addressing the issues identified. Please let us know your availability in the upcoming days.

Thank you for your cooperation in this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]