

Action Plan for Addressing Audit Control Deficiencies

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Action Plan for Audit Control Deficiencies

Introduction

This letter outlines the action plan developed in response to the audit control deficiencies identified in the recent audit conducted on [Insert Date].

Identified Deficiencies

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

Action Plan

Deficiency	Action Steps	Responsible Party	Target Completion Date
Deficiency 1	[Action Steps]	[Name/Department]	[Date]
Deficiency 2	[Action Steps]	[Name/Department]	[Date]
Deficiency 3	[Action Steps]	[Name/Department]	[Date]

Conclusion

We are committed to addressing these deficiencies in a timely manner. Regular updates will be provided to ensure all stakeholders are aware of our progress.

Sincerely,

[Your Name]

[Your Title]

[Your Company]