

Audit Risk Response Action Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Audit Risk Response Action Plan

We are writing to address the findings from the recent audit conducted on [Insert Date of Audit] for [Insert Organization/Department Name]. The audit highlighted several risks that need to be addressed to ensure compliance and the integrity of our operations.

In response to the identified risks, we propose the following actions:

1. **Risk Area 1:** [Description of Risk]
2. **Response Action:** [Detail the specific actions to mitigate this risk]
3. **Risk Area 2:** [Description of Risk]
4. **Response Action:** [Detail the specific actions to mitigate this risk]
5. **Risk Area 3:** [Description of Risk]
6. **Response Action:** [Detail the specific actions to mitigate this risk]

We are committed to implementing these actions promptly and will provide updates on our progress. We appreciate your support and cooperation as we work to enhance our compliance and operational effectiveness.

If you have any questions or require further clarification regarding our action plan, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]