

Management Response to External Audit Findings

Date: [Insert Date]

To: [External Auditor's Name]
[Firm's Name]
[Firm's Address]
[City, State, Zip Code]

Dear [External Auditor's Name],

We appreciate your thorough examination and the valuable insights provided in your audit report dated [Insert Audit Report Date]. We have reviewed the findings and recommendations set forth and would like to respond as follows:

Finding 1: [Title of Finding]

Management's Response: [Insert detailed response, including agreement or disagreement, explanation, and steps to be taken.]

Finding 2: [Title of Finding]

Management's Response: [Insert detailed response, including agreement or disagreement, explanation, and steps to be taken.]

Finding 3: [Title of Finding]

Management's Response: [Insert detailed response, including agreement or disagreement, explanation, and steps to be taken.]

We are committed to addressing these findings in a timely and effective manner and will keep you updated on our progress. Thank you for your collaboration and support during the audit process.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]