

Audit Management Response to Internal Control Weaknesses

Date: [Insert Date]

To: [Insert Auditor's Name]

From: [Insert Management's Name/Title]

Subject: Management Response to Internal Control Weaknesses Identified in Audit Report

Dear [Auditor's Name],

We would like to express our gratitude for your recent audit and the insights provided regarding our internal control weaknesses. Below are our responses and planned actions for each identified area:

1. Weakness Identified: [Briefly Describe Weakness]

Management Response: We acknowledge this weakness and will take the following steps:

- [Action 1]
- [Action 2]
- [Action 3]

2. Weakness Identified: [Briefly Describe Weakness]

Management Response: We recognize this concern and will implement:

- [Action 1]
- [Action 2]

3. Weakness Identified: [Briefly Describe Weakness]

Management Response: In response, we plan to:

- [Action 1]
- [Action 2]
- [Action 3]

Conclusion

We are committed to improving our internal controls and appreciate your guidance. Please feel free to reach out for any further discussions or clarifications.

Sincerely,

[Insert Management's Name]

[Insert Management's Title]

[Insert Company Name]