

Letter of Clarification Regarding Audit Observations

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Clarification on Audit Observations

We hope this letter finds you well. We are writing to provide clarification regarding the observations noted in the recent audit conducted on [insert date] for [insert organization or department].

Audit Observation Summary:

[Briefly summarize the main audit observations. For example:]

- Observation 1: [Details]
- Observation 2: [Details]
- Observation 3: [Details]

Clarification:

In response to the above observations, we would like to clarify:

1. [Clarification for Observation 1]
2. [Clarification for Observation 2]
3. [Clarification for Observation 3]

We appreciate your understanding and are committed to addressing the observations effectively. Please feel free to reach out to us for any further information or discussion needed.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]