

Corrective Action Plan

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Corrective Action Plan for Audit Findings

Introduction

As a result of the recent audit conducted on [Date of Audit], several findings were identified that require corrective action. This letter serves as the formal corrective action plan to address these findings.

Audit Findings

1. [Finding 1 Description]
2. [Finding 2 Description]
3. [Finding 3 Description]

Corrective Actions

Finding	Corrective Action	Responsible Party	Due Date
[Finding 1]	[Corrective Action 1]	[Responsible Party 1]	[Due Date 1]
[Finding 2]	[Corrective Action 2]	[Responsible Party 2]	[Due Date 2]
[Finding 3]	[Corrective Action 3]	[Responsible Party 3]	[Due Date 3]

Conclusion

The management team is committed to implementing the corrective actions outlined in this plan. We will monitor progress and report on the effectiveness of the actions taken. Thank you for your understanding and support in resolving these issues.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]