

Response to Audit Discrepancies

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]

Dear [Recipient Name],

Thank you for your recent audit report dated [Insert Date]. We appreciate your thoroughness and professionalism in conducting this audit.

We have reviewed the discrepancies outlined in the report and would like to address the following points:

1. **Discrepancy 1:** [Description of the discrepancy and your response]
2. **Discrepancy 2:** [Description of the discrepancy and your response]
3. **Discrepancy 3:** [Description of the discrepancy and your response]

To prevent similar discrepancies in the future, we have taken the following corrective actions:

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

Should you require any further clarification or additional information, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]