Software Audit Response and Action Plan

Date: [Insert Date]

To: [Auditor's Name]

From: [Your Name]

Subject: Response to Software Audit Findings

Introduction

We appreciate the findings from the recent software audit conducted on [Insert Date]. Below is our formal response along with the action plan to address the identified issues.

Audit Findings

1. Finding 1: [Brief description of finding]
2. Finding 2: [Brief description of finding]
3. Finding 3: [Brief description of finding]

Action Plan

1. **Action Item 1:**

   [Description of action to be taken] - [Responsible Person] - [Due Date]

2. **Action Item 2:**

   [Description of action to be taken] - [Responsible Person] - [Due Date]

3. **Action Item 3:**

   [Description of action to be taken] - [Responsible Person] - [Due Date]

Conclusion

We are committed to addressing the findings and improving our software compliance. Please feel free to reach out if you need further clarification on our action plan.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]