

Letter Template for External Auditor Issue Resolution

Date: [Insert Date]

To: [Auditor's Name]

From: [Your Name]

Subject: Resolution of Audit Issues

Dear [Auditor's Name],

We have received your report dated [Insert Report Date] regarding the audit findings for the year ending [Insert Fiscal Year]. We appreciate your diligence in identifying the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We are committed to resolving these matters promptly, and we have initiated the following action plan:

1. [Action Item 1] - [Description]
2. [Action Item 2] - [Description]
3. [Action Item 3] - [Description]

We expect to complete the above actions by [Insert Completion Date]. We will keep you informed of our progress and will reach out for any further clarification as needed.

Thank you for your cooperation and support in this process. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]