

# Letter of Clarification Regarding Audit Issues

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

Subject: Clarification on Audit Issues

I hope this letter finds you well. I am writing to provide clarification regarding the issues raised during the recent audit conducted on [insert date of audit]. We understand the significance of these findings and wish to address them promptly and transparently.

1. **\*\*Issue Identified\*\***: [Briefly describe the issue]

**\*\*Clarification\*\***: [Provide your explanation and any relevant details]

2. **\*\*Issue Identified\*\***: [Briefly describe the issue]

**\*\*Clarification\*\***: [Provide your explanation and any relevant details]

We would appreciate the opportunity to discuss these matters further to ensure mutual understanding and resolve any outstanding concerns. Please let us know your availability for a meeting at your earliest convenience.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]