

Corrective Action Plan for Audit Findings

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Corrective Action Plan for Audit Findings

Introduction

We appreciate the efforts of the audit team and their findings from the recent audit conducted on [Audit Date]. Below is the corrective action plan in response to the identified issues.

Audit Findings

Finding	Description	Proposed Action	Responsible Person	Due Date
Finding 1	[Description of Finding 1]	[Proposed Action for Finding 1]	[Responsible Person]	[Due Date]
Finding 2	[Description of Finding 2]	[Proposed Action for Finding 2]	[Responsible Person]	[Due Date]

Conclusion

We are committed to addressing these findings and implementing the corrective actions effectively. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]