

Audit Findings Response Request

Date: [Insert Date]

To: [Auditor's Name]

From: [Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

Dear [Auditor's Name],

Subject: Response to Audit Findings

Thank you for your recent audit of [Specify area or department audited]. We appreciate the thoroughness of your review and your insights on areas requiring attention.

We acknowledge the findings outlined in your audit report dated [Insert Date of Audit Report]. In response, please find below our proposed actions:

- **Finding 1:** [Brief Description of Finding 1] - *Proposed Action:* [Describe solution and timeline]
- **Finding 2:** [Brief Description of Finding 2] - *Proposed Action:* [Describe solution and timeline]
- **Finding 3:** [Brief Description of Finding 3] - *Proposed Action:* [Describe solution and timeline]

We are committed to addressing these findings diligently and expect to enhance our operational processes as a result. We will provide updates on our progress and expect to complete our action items by [Insert Completion Date].

Please let us know if you require any further information or clarification regarding our response. Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]