

Audit Finding Response

Date: [Insert Date]

To: [Auditor's Name]
[Auditor's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

From: [Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]

Subject: Response to Audit Finding # [Finding Number]

Dear [Auditor's Name],

We appreciate the opportunity to respond to the audit finding as detailed in your report dated [Insert Report Date]. We take your observations regarding [Briefly Describe Finding] seriously and have taken the following actions to address the issues raised:

1. [Action Taken 1]
2. [Action Taken 2]
3. [Action Taken 3]

We believe these measures will effectively resolve the concerns and improve our processes. Attached to this letter are documents that support our response and detail the corrective actions implemented.

Thank you for your diligence in this matter. We value your partnership and look forward to continuing to work together to enhance our operations.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]
[Your Position]
[Your Contact Information]

Attachments: [List of attached documents]