

# Response to Audit Findings

Date: [Insert Date]

To: [Insert Auditor's Name]

From: [Insert Your Name]  
[Your Position]  
[Your Company]

Subject: Response to Audit Findings on Automotive Compliance

## Audit Findings Summary

- Finding 1: [Brief Description]
- Finding 2: [Brief Description]
- Finding 3: [Brief Description]

## Responses to Findings

### Finding 1: [Finding Title]

Response: [Your Response and Action Plan]

### Finding 2: [Finding Title]

Response: [Your Response and Action Plan]

### Finding 3: [Finding Title]

Response: [Your Response and Action Plan]

## Conclusion

We acknowledge the findings and are committed to addressing them accordingly. We appreciate your guidance and support in ensuring our compliance with automotive regulations.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]

[Your Company]

[Your Contact Information]