

Letter of Rebuttal to Audit Findings

Date: October 1, 2023

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

Dear [Auditor's Name],

Subject: Response to Audit Findings - [Audit Reference Number]

We are writing to formally respond to the findings outlined in your audit report dated [Date of Audit Report]. We appreciate your thorough review and the opportunity to address specific points of concern.

Finding 1: [Description of Finding]

Rebuttal: [Your explanation addressing the finding, including any relevant documentation or evidence supporting your position.]

Finding 2: [Description of Finding]

Rebuttal: [Your explanation addressing the finding, including any relevant documentation or evidence supporting your position.]

We believe that our response clarifies our position regarding the findings mentioned in your report. We are committed to working with your team to resolve any outstanding issues and ensure compliance moving forward.

Thank you for your attention to this matter. We look forward to your response and hope for a favorable resolution.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]