

Response to Routine Audit Inquiry - Professional

Subject: Response to Audit Inquiry - [Account/File Number]

Dear [Auditor Name/Audit Team],

Thank you for your letter dated [date] regarding the audit of [company/individual name] for the fiscal year [year]. We acknowledge receipt of your information request and are committed to providing comprehensive responses to facilitate your audit process.

In response to your specific inquiries:

[Point 1]: [Detailed response with supporting explanation]

[Point 2]: [Detailed response with supporting explanation]

[Point 3]: [Detailed response with supporting explanation]

We have prepared the requested documentation and records, which are enclosed with this letter.

These include [list key documents]. All financial statements have been prepared in accordance with [applicable accounting standards] and reflect our operations accurately.

Should you require any clarification or additional information, please do not hesitate to contact me directly at [phone number] or [email address]. We are available to schedule a meeting at your convenience to discuss any matters in greater detail.

We appreciate your professionalism and look forward to the successful completion of this audit.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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