

Response to Audit Findings with Disagreement - Formal

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

Dear [Auditor Name/Audit Committee],

We have carefully reviewed the preliminary audit findings dated [date] and wish to provide our formal response. While we appreciate the thoroughness of your examination, we respectfully disagree with certain conclusions presented in your report.

Specifically, we contest the following findings:

Finding #[X]: [State the finding]

Our Position: We believe this finding is based on [misinterpretation/incomplete information/different interpretation of standards]. The actual situation is as follows: [provide detailed explanation with supporting evidence]. According to [cite relevant regulation/standard/policy], our approach is compliant because [reasoning].

Finding #[Y]: [State the finding]

Our Position: [Provide detailed rebuttal with documentation references]

We have enclosed additional documentation that supports our position, including [list supporting materials]. We believe this evidence substantiates our compliance with all applicable regulations and demonstrates that the identified issues do not constitute violations or deficiencies.

We request a formal meeting to discuss these matters before the final audit report is issued. We are confident that upon review of this additional information, you will reconsider these findings.

We remain committed to maintaining the highest standards of compliance and transparency.

Respectfully,

[Your Name]

[Your Title]

[Organization Name]

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