

Corrective Action Plan Response - Professional

Subject: Corrective Action Plan in Response to Audit Findings

Dear [Auditor Name/Oversight Body],

Thank you for your audit report dated [date] identifying areas requiring improvement within our organization. We take these findings seriously and have developed a comprehensive corrective action plan to address each issue.

Response to Finding #1: [Brief description of finding]

Corrective Action: [Specific action to be taken]

Responsible Party: [Name/Department]

Target Completion Date: [Date]

Resources Required: [Budget/personnel/systems]

Response to Finding #2: [Brief description of finding]

Corrective Action: [Specific action to be taken]

Responsible Party: [Name/Department]

Target Completion Date: [Date]

Resources Required: [Budget/personnel/systems]

We have implemented immediate interim measures to mitigate any ongoing risk, including [describe interim actions]. Our management team is fully committed to executing this corrective action plan within the specified timeframes.

We will provide progress updates on [monthly/quarterly] basis and welcome a follow-up audit after [timeframe] to verify implementation of all corrective measures. A dedicated project manager has been assigned to oversee the execution of this plan.

Please contact me if you require additional information regarding our corrective action plan.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

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