

Acknowledgment of Audit Completion - Professional

Subject: Acknowledgment of Audit Completion and Acceptance of Final Report

Dear [Auditor Name/Audit Team],

We acknowledge receipt of the final audit report dated [date] for the audit of [organization/program name] covering the period [time period]. We have reviewed the report in its entirety and accept the findings and recommendations presented.

We appreciate the professional manner in which the audit was conducted and the valuable insights provided by your team. The audit process has helped us identify opportunities for improvement in our [operations/financial controls/compliance procedures].

We commit to implementing all recommended actions according to the following timeline:

Recommendation 1: Implementation by [date]

Recommendation 2: Implementation by [date]

Recommendation 3: Implementation by [date]

We have initiated the necessary changes and assigned accountability for each recommendation to specific department heads. A summary of our implementation plan is attached for your records.

Thank you for your thorough examination and constructive feedback. We welcome the opportunity to participate in future audits and continue improving our organizational practices.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

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