[Your Company Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Recipient Name]
[Title]
[Audit Firm/Regulatory Body Name]
[Address Line 1]
[City, State, Zip Code]

RE: Response to Audit Findings and Remediation Plan - [Audit Report ID/Reference Number]

Dear [Recipient Name],

This letter serves as the formal response to the independent testing and audit report dated [Date of Report], which identified specific control failures and deficiencies within [Process/System Name].

We acknowledge the findings outlined in the report. [Company Name] is committed to maintaining the highest standards of compliance and operational integrity. In response to the identified failures, we have developed and initiated the following resolution plan:

1. Root Cause Analysis:
Our internal team has conducted a review and determined that the failure was caused by [Briefly describe cause, e.g., manual data entry error, system timeout, or lack of oversight].

2. Immediate Corrective Actions:
The following actions have been taken to mitigate immediate risks:
- [Action 1]
- [Action 2]

3. Long-term Remediation and Prevention:
To prevent recurrence, the following permanent controls are being implemented:
- [Description of new policy, automated control, or training]
- [Description of monitoring frequency]

4. Timeline for Completion:
We anticipate that all remediation activities will be completed and validated by [Target Date].

We will provide a follow-up report upon the completion of these items to request a re-testing of the affected controls. Please let us know if you require any additional documentation regarding these corrective measures.

Sincerely,

[Signature]

[Typed Name]
[Job Title]
[Contact Information]