

[Date]

[Recipient Name]

[Recipient Title]

[Department/Organization Name]

[Address Line 1]

[Address Line 2]

**Subject: NOTICE OF AUDIT DEFICIENCY - [Audit Reference Number/Project Name]**

Dear [Recipient Name],

This letter serves as formal notification regarding the findings of the regulatory compliance audit conducted on [Audit Date] by [Auditor Name/Department]. The purpose of this audit was to evaluate compliance with [Specific Regulation/Law/Standard Name].

During the review process, the following deficiencies were identified:

- **Deficiency 1:** [Description of the specific non-compliance issue]  
*Requirement:* [Reference the specific section of the regulation]
- **Deficiency 2:** [Description of the specific non-compliance issue]  
*Requirement:* [Reference the specific section of the regulation]
- **Deficiency 3:** [Description of the specific non-compliance issue]  
*Requirement:* [Reference the specific section of the regulation]

The identified issues require immediate attention to ensure alignment with legal and internal operational standards. Failure to remediate these findings may result in [mention potential consequences, e.g., fines, loss of licensure, or further disciplinary action].

**Required Action:**

You are required to submit a Corrective Action Plan (CAP) by [Deadline Date]. The plan must outline the steps taken to resolve each deficiency, the individuals responsible for implementation, and the expected date of full completion.

Please submit the CAP and any supporting documentation to [Email Address/Department]. We will schedule a follow-up audit on [Date] to verify that all corrective actions have been successfully implemented.

If you have questions regarding these findings, please contact [Name] at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company/Regulatory Body Name]