

[Date]

[Contact Name]

[Title]

[Organization Name]

[Address]

[City, State, Zip Code]

Re: Acknowledgment of Corrective Action Plan for Fiscal Year Ended [Date]

Dear [Contact Name],

We have received and reviewed the Corrective Action Plan (CAP) submitted by [Organization Name] on [Submission Date] in response to the findings reported in your Single Audit for the fiscal year ended [Date].

This letter serves as formal acknowledgment that your proposed actions appear to address the audit findings identified in the Schedule of Findings and Questioned Costs. We appreciate the proactive steps your organization is taking to strengthen internal controls and ensure compliance with federal award requirements.

Please be advised that the implementation of these corrective actions will be subject to verification during your next scheduled audit or monitoring visit. It is the responsibility of [Organization Name] to maintain documentation demonstrating that the corrective actions have been fully executed.

If there are any significant changes to the timeline or the nature of the corrective actions described in your plan, please notify this office in writing immediately.

Thank you for your cooperation in this matter. If you have any questions regarding this acknowledgment, please contact [Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Official]

[Title]

[Agency/Department Name]