

Date: [Insert Date]

To: [Insert Auditor/Department Name]

From: [Insert Management Name/Title]

Subject: Management Response and Action Plan for [Insert Audit/Review Title]

Dear [Insert Name],

Management has reviewed the findings and recommendations presented in the [Insert Name of Report] dated [Insert Date]. We acknowledge the observations and are committed to implementing the necessary improvements to address the identified risks.

Below is our formal response and detailed action plan for each recommendation:

Audit Recommendation	Management Response (Agree/Disagree)	Action Plan / Mitigation Steps	Responsible Party	Target Completion Date
[Insert Recommendation 1]	[Management Position]	[Specific steps to be taken]	[Name/Job Title]	[YYYY-MM-DD]
[Insert Recommendation 2]	[Management Position]	[Specific steps to be taken]	[Name/Job Title]	[YYYY-MM-DD]

We believe these actions will strengthen our internal controls and operational efficiency. We will provide periodic updates on our progress until all items are fully resolved.

Sincerely,

[Signature]

[Typed Name]

[Job Title]

[Department Name]