[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Audit Firm Name]
[Partner Name]
[Address]
[City, State, Zip Code]

Subject: Response to Risk Assessment Outlined in the Management Letter

Dear [Partner Name],

We have received and reviewed the Management Letter dated [Date] regarding the audit for the period ending [Date]. We acknowledge the risks identified during your assessment and provide our formal response and action plan below.

1. Identified Risk: [Insert Risk Name from Management Letter]
Management Response: [State whether you agree or disagree with the finding.]
Action Plan: [Describe the specific steps to mitigate this risk, such as implementing new controls, updating software, or staff training.]
Timeline: [Expected completion date]

2. Identified Risk: [Insert Risk Name from Management Letter]
Management Response: [Response]
Action Plan: [Detailed steps]
Timeline: [Expected completion date]

3. Internal Control Improvements
In addition to the specific risks noted, we are committed to strengthening our overall internal control environment by [Briefly describe general improvements, e.g., increasing segregation of duties or enhancing oversight].

We appreciate the insights provided in your assessment and believe these actions will significantly reduce the identified risks and improve our financial reporting processes.

Sincerely,

[Your Signature]

[Your Name]
[Your Title]
[Company Name]