

[Date]

[Auditor Name]
U.S. Department of Labor
[Office Address]
[City, State, Zip Code]

RE: Response to Audit of [Company Name] - Case Number: [Case Number]

Dear [Auditor Name],

We represent [Company Name] in connection with the audit recently conducted by the Department of Labor (DOL) regarding [Specific Issue, e.g., Fair Labor Standards Act compliance or ERISA plan management].

This letter serves as our formal opinion and response to the preliminary findings issued on [Date]. Based on our internal review of payroll records, employee classifications, and administrative procedures, we offer the following positions:

1. Employee Classification:

It is our opinion that the employees identified in the audit as [Category] are correctly classified as [Exempt/Independent Contractors] under the [Specific Act] because [Brief Reason].

2. Record Keeping:

Regarding the alleged deficiencies in record keeping, [Company Name] has implemented [New System/Process] to ensure all hours worked and compensation paid are tracked in full compliance with DOL regulations.

3. Corrective Actions:

While we maintain that the company has acted in good faith, [Company Name] has taken the following proactive steps to resolve any ambiguities: [List Actions].

Based on the evidence provided in the attached documentation, we respectfully request that the Department of Labor conclude this audit with a finding of compliance or, in the alternative, consider the good faith efforts of the employer in determining any final resolution.

We are available to discuss these matters further or provide additional documentation upon request.

Sincerely,

[Signature]
[Name of Signatory]
[Title/Position]
[Phone Number]
[Email Address]