

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

[Auditor Name/Agency Name]
[Auditor Address]
[City, State, Zip Code]

RE: Acknowledgment of Audit Notice - [Audit Reference Number/Project Name]

Dear [Auditor Name],

This letter serves to formally acknowledge receipt of your Audit Notice dated [Date of Notice], regarding the audit of [specify area, e.g., Financial Records, Tax Year 2023, or Operational Processes].

We have reviewed the requested scope and the timeline provided in your notice. [Company Name] intends to cooperate fully with this process. We are currently gathering the documentation requested and will have the materials ready by [Date].

The primary point of contact for this audit will be:

- Name: [Contact Name]
- Title: [Title]
- Email: [Email Address]
- Phone: [Phone Number]

Please direct all future correspondence and information requests to the individual listed above. We look forward to a professional and efficient audit process.

Sincerely,

[Signature]

[Typed Name]
[Title]