

# Sample Audit Response Letter

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[Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Firm]

[Address]

[City, State, ZIP Code]

Dear [Auditor's Name],

Re: Audit Response Letter for [Company Name]

We acknowledge receipt of your audit inquiry dated [Date]. Below are our responses to the questions and requests outlined in your letter:

## 1. Litigation and Claims

### a. Pending or Threatened Litigation:

- Case Name: [Case Name]
- Court/Agency: [Court/Agency]
- Nature of Litigation: [Brief Description]
- Current Status: [Status of Case]
- Possible Outcome: [Estimated Outcome and Financial Impact]

### b. Claims Not Yet Initiated:

- Potential Claimant: [Claimant's Name]
- Nature of Potential Claim: [Brief Description]

- **Estimated Financial Impact:** [Estimated Impact]

## **2. Unasserted Claims and Assessments**

To the best of our knowledge, there are no unasserted claims or assessments that could result in a material financial impact on the company.

## **3. Compliance with Laws and Regulations**

We confirm that [Company Name] has complied with all relevant laws and regulations during the audit period, except as disclosed above.

## **4. Other Matters**

- **Contracts:** No significant contracts are under negotiation that could materially affect the company's financial position.
- **Guarantees:** [Detail any guarantees provided by the company].

If you require further information or clarification, please do not hesitate to contact us.

**Sincerely,**

[Your Name]

[Your Position]

[Company Name]

[Email Address]

[Phone Number]