

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Audit Firm/Agency Name]

[Address]

[City, State, Zip Code]

Subject: Explanation Letter for FQHC Audit

Dear [Recipient's Name],

We are writing in response to the audit conducted on [date of audit] pertaining to [specific focus of the audit, e.g., financial statements, compliance with federal regulations, etc.] for our Federally Qualified Health Center (FQHC), [Your FQHC Name].

This letter aims to clarify our current practices and provide additional context regarding the findings in the audit report.

1. ****Overview of FQHC Operations****

- Brief description of your FQHC's mission and services.
- Overview of patient population served.

2. ****Key Findings from the Audit****

- Summarize the specific findings or concerns raised during the audit.
- Attach the audit report for reference.

3. ****Responses and Mitigating Actions****

- Detailed response to each finding, including explanations and supporting documentation.
- Actions already taken or planned to improve compliance and operational efficiency.

4. ****Commitment to Improvement****

- Current and future initiatives to enhance services and ensure adherence to FQHC guidelines and regulations.

We appreciate your understanding and cooperation in this matter. Our commitment to providing quality healthcare while maintaining compliance with FQHC requirements remains our top priority.

Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization's Name]

[Contact Information]