

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Position]

[Auditor's Organization]

[Auditor's Address]

Dear [Auditor's Name],

Subject: Response to LQMS Audit Findings

We would like to extend our gratitude for the comprehensive audit conducted on [Audit Date] concerning our Laboratory Quality Management System (LQMS). We appreciate the insights provided and acknowledge the areas identified for improvement.

Below, please find our detailed responses to the findings noted in your report:

1. **Finding 1:** [Description of Finding]

**Response:** [Your response, corrective actions taken or planned, and timelines].

2. **Finding 2:** [Description of Finding]

**Response:** [Your response, corrective actions taken or planned, and timelines].

3. **Finding 3:** [Description of Finding]

**Response:** [Your response, corrective actions taken or planned, and timelines].

We have initiated actions to address these findings and anticipate that the changes will enhance our quality management practices. We will monitor the effectiveness of these corrective actions and keep you updated on our progress.

Thank you for your valuable feedback on our LQMS. Should you have any further questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]