

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Qlik Audit Response

We acknowledge receipt of your request regarding the Qlik audit conducted on [audit date]. Please find below our response to the findings and observations outlined in your report:

1. \*\*Observation 1:\*\*

[Detailed response addressing Observation 1, including any corrective actions taken or planned.]

2. \*\*Observation 2:\*\*

[Detailed response addressing Observation 2, including any corrective actions taken or planned.]

3. \*\*Observation 3:\*\*

[Detailed response addressing Observation 3, including any corrective actions taken or planned.]

[Continue numbering observations as necessary.]

We appreciate the opportunity to address these observations and assure you that we are committed to continuous improvement in our processes. If you have any further questions or need additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]