

# Regulatory Findings Response Report

## 1. Document Overview

This report addresses findings issued by the regulatory authority, provides management responses, and outlines corrective actions and timelines for remediation.

## 2. Report Details

Report Title	Sample Regulatory Findings Response Report
Entity/Department	[Insert Name]
Report Reference	[Reference Number]
Date	[Date]
Prepared by	[Responsible Person/Team]

## 3. Summary of Findings

No.	Finding Description	Regulatory Reference
1	[Summary of First Finding]	[Relevant Regulation]
2	[Summary of Second Finding]	[Relevant Regulation]

## 4. Management Response and Action Plan

No.	Management Response	Corrective Action	Responsible	Timeline	Status
1	[Management's response to the finding]	[Planned remediation steps]	[Person/Team]	[Date/Deadline]	[Open/In Progress/Closed]
2	[Management's response to the finding]	[Planned remediation steps]	[Person/Team]	[Date/Deadline]	[Open/In Progress/Closed]

## 5. Appendices (if applicable)

[Attach or reference supporting documents, evidence, or additional notes as needed.]

### Important Notes

- Ensure all findings are clearly referenced and described.
- Responses should be factual, concise, and address each finding specifically.
- Corrective actions should be actionable, assigned, and time-bound.
- Support all claims and remediations with appropriate documentation.
- This document may be reviewed by regulatory bodies; accuracy is essential.