

EXHIBIT 4

[TRANSMITTAL LETTER TO AUDITEE FINANCIAL ASSISTANCE AUDIT]

(Name)  
(Address)

Dear Sir or Madam:

Enclosed is a copy of Audit Report No. \_\_\_\_\_ concerning the following Department of Commerce financial assistance award:

Recipient: \_\_\_\_\_

Award No. \_\_\_\_\_

Funding Bureau: \_\_\_\_\_

The final report was prepared by \_\_\_\_\_

\_\_\_\_\_.

This letter is notice of your opportunity and responsibility to review the report and to develop a complete response that addresses each audit finding and recommendation. If you believe that the report is in error in any respect, or if you disagree with any of the findings and recommendations, it is important that you explain the error or your reasons for disagreement and either submit to the Department evidence which supports your contentions or reference any such evidence previously submitted to this office. You also must explain how each documentary submission supports the position you are taking; otherwise, we may be unable to analyze the information.

Your complete response will be considered by the Department in arriving at a decision on what action to take with respect to the findings and recommendations in the audit report. Enclosure 1 of this Exhibit explains applicable administrative dispute procedures.

Your response to this report must be postmarked no later than 30 days from the date of this letter. There will be no extensions to this deadline. If you do not submit a response within the required timeframe, you will have no other opportunity to submit comments, arguments or documentation before the Department makes a decision on the audit report.

Please send your response [including documentary evidence] to the following Agency Action Official:

(name and address)

Please send a copy of the response letter to:

(OIG audit official's name and address)

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After evaluating your response, the Agency Action Official may provide you with further guidance or request clarification of your response. As you prepare your response, if you have any questions about this report or the process by which the Department reaches a final decision, please call to

          Name           this office at           Phone Number          , referring to the audit report number given above.

Sincerely,

(Appropriate OIG Official)

Enclosures