

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Subject: Audit Closure Confirmation

Dear [Recipient's Name],

We are writing to formally confirm the closure of the audit process for [Specify Audit Period] conducted at [Recipient's Company/Department].

We would like to express our gratitude for your cooperation and assistance throughout the audit process. The following key points summarize our findings and conclusion:

1. **Audit Period**: [Specify time frame]
2. **Scope of Audit**: [Briefly describe the scope]
3. **Findings**: [Summarize major findings, if any]
4. **Recommendations**: [Outline any recommendations, if applicable]

As a result of the audit, we are pleased to report that [provide any conclusive statements regarding the status, such as compliance, lack of findings, etc.].

The audit documentation will be retained for future reference, and we encourage ongoing communication between our teams for continuous improvement.

Thank you for your support during this audit. We look forward to working together in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]