

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Audit Findings Report

Dear [Recipient Name],

We are writing to provide you with the findings from the recent audit conducted on [Audit Subject/Area] covering the period from [Start Date] to [End Date]. Below is a summary of our findings:

1. \*\*Finding 1: [Title of Finding]\*\*

- Description: [Brief description of the finding]
- Impact: [What is the impact of this finding?]
- Recommendation: [Recommended courses of action]

2. \*\*Finding 2: [Title of Finding]\*\*

- Description: [Brief description of the finding]
- Impact: [What is the impact of this finding?]
- Recommendation: [Recommended courses of action]

3. \*\*Finding 3: [Title of Finding]\*\*

- Description: [Brief description of the finding]
- Impact: [What is the impact of this finding?]
- Recommendation: [Recommended courses of action]

[Continue with additional findings as necessary]

We appreciate your cooperation during the audit process and encourage you to review these findings carefully. Please provide your response and any corrective actions taken by [Response Due Date].

Thank you for your attention to this matter. Should you require further clarification, feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]