

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Audit Report Communication

We are pleased to inform you that the audit of [Company/Department Name] for the fiscal year ended [Date] has been completed. Please find attached our detailed audit report outlining our findings, conclusions, and recommendations.

Key Highlights:

- [Highlight 1]

- [Highlight 2]

- [Highlight 3]

We appreciate the cooperation of your team throughout the audit process. We believe the recommendations provided will enhance your operations and controls.

Please feel free to reach out if you have any questions or would like to discuss the report further.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Your Email Address]

Attachment: Audit Report