

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to submit the audit report for [Company/Organization Name] for the fiscal year ending [Date]. This report outlines the findings from our audit, which was conducted in accordance with [applicable auditing standards].

The purpose of this audit was to assess [briefly describe the scope and objectives of the audit]. Our review included an examination of [list key areas audited], and we believe our findings provide valuable insights into [briefly summarize key findings or outcomes].

We appreciate the cooperation of your team during this process and welcome the opportunity to discuss the report in further detail. Should you have any questions or require clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]