

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

Dear [Recipient Name],

Subject: Audit Report for the Period Ending [Date]

We have completed our audit of [Company/Organization Name] for the period ending [Date], in accordance with the applicable standards and regulations. The objective of our audit was to assess the accuracy and completeness of the financial statements and internal controls of the organization.

****Audit Findings****

1. ****Financial Statements****: We found that the financial statements present a true and fair view of the organization's financial position in accordance with [Specify Accounting Framework, e.g., GAAP, IFRS].

2. ****Internal Controls****: While we noted some areas for improvement, [Specify any significant control issues or weaknesses].

****Recommendations****

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

In conclusion, we appreciate the cooperation of [Company/Organization Name] throughout the audit process. Please feel free to reach out if you have any questions or require further clarification on our findings.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company/Organization]