

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Audit Results for [Audit Period/Scope]

We are pleased to present the results of the audit conducted on [specific area or department] for the period of [audit period]. This audit was performed to evaluate [purpose of the audit, e.g., compliance, efficiency, financial accuracy].

****Audit Overview****

- Audit Period: [Start Date] to [End Date]
- Auditors: [Names of auditors or auditing firm]
- Audit Objectives: [List of objectives]

****Key Findings****

1. Finding 1: [Description of finding, including implications and recommendations]
2. Finding 2: [Description of finding, including implications and recommendations]
3. Finding 3: [Description of finding, including implications and recommendations]

****Conclusion****

In conclusion, we appreciate the cooperation received during the audit process. We believe that by addressing the findings outlined, [Recipient Company] can enhance its operations and ensure compliance moving forward. We welcome any discussion regarding these results and encourage you to reach out should you have any questions or require further clarification. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]