

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Audit Summary for [Period/Year]

We are pleased to present the summary of the audit conducted for [Company/Department/Area] for the period ending [Date].

**\*\*Audit Objectives\*\***

1. Objective 1

2. Objective 2

3. Objective 3

**\*\*Scope of the Audit\*\***

- The audit was conducted in accordance with [standards/regulations].

- Locations audited: [List locations]

- Time frame of audit: [Start Date] to [End Date]

**\*\*Methodology\*\***

- Detailed examination of [processes/documents/systems].

- Interviews with key personnel.

- Observation of [specific activities].

**\*\*Key Findings\*\***

1. Finding 1: [Brief description]

2. Finding 2: [Brief description]

3. Finding 3: [Brief description]

**\*\*Recommendations\*\***

1. Recommendation 1: [Brief description]

2. Recommendation 2: [Brief description]

3. Recommendation 3: [Brief description]

**\*\*Conclusion\*\***

Overall, the audit has provided valuable insights into [Company/Department/Area] and highlighted opportunities for improvement.

We appreciate your cooperation during this process.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]