

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Auditor's Findings

We have completed the audit of [Company/Department Name] for the period ending [Date]. Below are our findings:

1. **Finding 1**

- Description: [Brief description of the finding]
- Impact: [Explain the impact on the organization]
- Recommendation: [Suggested action to address the finding]

2. **Finding 2**

- Description: [Brief description of the finding]
- Impact: [Explain the impact on the organization]
- Recommendation: [Suggested action to address the finding]

3. **Finding 3**

- Description: [Brief description of the finding]
- Impact: [Explain the impact on the organization]
- Recommendation: [Suggested action to address the finding]

We appreciate your cooperation throughout the audit process and encourage you to address these findings promptly. Should you have any questions or need further clarifications, please do not hesitate to contact us.

Thank you for your attention to these important matters.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]