

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Financial Audit Report for [Period End Date]

We are pleased to present our financial audit report for [Company Name] for the period ended [Date]. The audit was conducted in accordance with [relevant auditing standards], and our objective was to express an opinion on the fairness of the financial statements presented.

In our opinion, the financial statements give a true and fair view of the financial position of [Company Name] as of [Date], and are in accordance with [Applicable Financial Reporting Framework].

The findings and recommendations from our audit are detailed in the attached report. We have identified areas for improvement which we believe will enhance the overall financial reporting and operational efficiency of [Company Name].

We appreciate the cooperation and assistance provided by your team during the audit process. Please feel free to contact us should you have any questions or require further clarification regarding this report.

Thank you for the opportunity to serve you.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]