

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Audit Results for [Audit Period/Scope]

I hope this letter finds you well.

We are pleased to present the results of the audit conducted on [specific dates/purpose of the audit]. After a thorough review of [specific areas/processes], we have compiled our findings and recommendations.

****Key Findings:****

1. [Finding 1]
2. [Finding 2]
3. [Finding 3]

****Recommendations:****

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

We appreciate your cooperation during the audit process and believe that the insights provided will assist in enhancing your operations. For further details, please refer to the attached audit report.

Should you have any questions or require additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization Name]