

[Your Name]
[Your Job Title]
[Department Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Department Name]
[Company Name]

Dear [Recipient Name],

Subject: Internal Audit Report - [Audit Topic/Period]

I am pleased to present the internal audit report for [specific area or department] covering the period from [start date] to [end date]. This audit was conducted in accordance with our audit plan and in compliance with relevant standards.

****Executive Summary****

This section provides a brief overview of the audit objectives, scope, and key findings.

****Audit Objectives****

- Objective 1
- Objective 2
- Objective 3

****Scope of Audit****

- Description of the areas covered by the audit.

****Key Findings****

1. Finding 1: [Description and implications]
2. Finding 2: [Description and implications]
3. Finding 3: [Description and implications]

****Recommendations****

- Recommendation 1: [Actionable suggestion]
- Recommendation 2: [Actionable suggestion]
- Recommendation 3: [Actionable suggestion]

****Conclusion****

In conclusion, the audit has revealed [summarize conclusion]. We appreciate the cooperation of all participants during this audit. Please feel free to contact me if you require any further information or clarification regarding this report.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]