

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

Subject: Findings from the Recent Humane Treatment Audit

We are writing to share the findings from our recent audit conducted on [insert dates] regarding the humane treatment practices within [insert organization name or facility]. Our goal was to assess compliance with humane treatment standards and identify areas for improvement.

**Key Findings:**

- Observation 1: [Brief description]
- Observation 2: [Brief description]
- Observation 3: [Brief description]

**Recommendations:**

- Recommendation 1: [Brief description]
- Recommendation 2: [Brief description]
- Recommendation 3: [Brief description]

We appreciate the cooperation of your staff during this audit and their commitment to improving humane treatment practices. We are confident that the implementation of our recommendations will enhance the welfare of those in your care.

Please feel free to reach out if you have any questions or require further clarification on the findings.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]