

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Customs Compliance Audit Findings

Dear [Recipient Name],

We are writing to inform you of the findings resulting from the recent customs compliance audit conducted on [audit date]. The purpose of this audit was to assess compliance with applicable customs regulations and identify any potential areas for improvement.

Findings:

1. **Finding 1:** [Description of finding 1]
2. **Finding 2:** [Description of finding 2]
3. **Finding 3:** [Description of finding 3]

Recommendations:

1. **Recommendation 1:** [Description of recommendation 1]
2. **Recommendation 2:** [Description of recommendation 2]
3. **Recommendation 3:** [Description of recommendation 3]

We appreciate your cooperation during this audit process and believe that the implementation of the above recommendations will enhance your customs compliance program. Please feel free to reach out to us if you have any questions or require further clarification regarding our findings.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]