

# Internal Audit Conclusions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Internal Audit Conclusions Report

Dear [Recipient's Name],

We have completed the internal audit for the period ending [Insert Period]. Our audit focused on [briefly describe the focus areas, e.g., financial controls, compliance, risk management]. This letter outlines our conclusions based on the audit findings.

## Key Findings

- [Finding 1: Description]
- [Finding 2: Description]
- [Finding 3: Description]

## Conclusion

In summary, our audit revealed [insert summary of overall findings, e.g., adequate controls in place, areas for improvement]. We recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Thank you for your cooperation during this audit. Should you have any questions or require further clarification, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]