

# Results Communication of Third-Party Audit

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to inform you of the results of the recent third-party audit conducted on [Insert Date of Audit]. The audit was carried out to evaluate [Brief Description of Audit Scope].

The key findings from the audit are as follows:

- [Finding 1]
- [Finding 2]
- [Finding 3]

In summary, the audit determined that [Insert Overall Conclusion]. We appreciate your cooperation during the audit process and value the opportunity to assess and enhance our operational standards.

Please feel free to reach out if you have any questions or require further clarification regarding the audit results.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]