

Year-end Audit Findings

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

Subject: Year-end Audit Findings

We are pleased to present the findings from the year-end audit conducted on [Insert Audit Period]. The objective of this audit was to ensure compliance with applicable regulations and to evaluate the effectiveness of internal controls.

Key Findings

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

Recommendations

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

We appreciate the cooperation of your team during the audit process. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]