

Internal Audit Results Dissemination

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Dissemination of Internal Audit Results

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally present the results of the recent internal audit conducted within [Insert Department/Division Name] from [Insert Start Date] to [Insert End Date].

The purpose of this audit was to assess [Insert Objectives of the Audit]. Our findings are summarized as follows:

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

Each finding has specific recommendations for improvement, which are detailed in the attached report.

We believe that implementing these recommendations will enhance our operations and mitigate potential risks. We would appreciate your feedback on the findings and recommendations by [Insert Deadline for Feedback].

Thank you for your attention to this matter. Please do not hesitate to reach out if you require further clarification or discussion regarding the results.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]