

Motor Vehicle Dealer License Compliance Audit Report

Date: [Insert Date]

To: [Dealer Name]

Address: [Dealer Address]

Subject: Compliance Audit Results

Dear [Dealer Name],

This letter serves to report the findings of the compliance audit conducted on your motor vehicle dealership, [Dealership Name], in accordance with the relevant laws and regulations. The audit took place from [Start Date] to [End Date].

Audit Objectives

- Review compliance with licensing requirements
- Assess adherence to state and federal regulations
- Evaluate operational practices

Findings

During the audit, several key observations were made:

1. Licensing documentation is current and valid.
2. All sales records comply with reporting regulations.
3. No discrepancies were found with vehicle inventory records.

Recommendations

To enhance compliance:

- Regular training for staff on regulatory changes.
- Bi-annual reviews of licensing documentation.

Thank you for your cooperation during this audit process. Please feel free to reach out if you have any questions or require further clarification on our findings.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]