

Pharmaceutical Service Quality Audit Findings

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Subject: Audit Findings Report

Dear [Recipient's Name],

We would like to present the findings from the recent quality audit conducted on [Date of Audit] at [Location/Facility Name]. The audit aimed to assess compliance with pharmaceutical service standards and identify areas for improvement.

Findings Summary:

- **Finding 1:** [Description of Finding 1]
- **Finding 2:** [Description of Finding 2]
- **Finding 3:** [Description of Finding 3]
- **Finding 4:** [Description of Finding 4]

Recommendations:

- [Recommendation for Finding 1]
- [Recommendation for Finding 2]
- [Recommendation for Finding 3]
- [Recommendation for Finding 4]

We recommend that corrective actions be taken promptly to address the findings outlined above. A follow-up audit is scheduled for [Insert Date] to review the implementation of the recommended actions.

Thank you for your attention to these matters. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]