

Internal Audit Department

[Company Name]

[Date]

To: [Recipient's Name]

[Recipient's Position]

[Department Name]

[Company Name]

Subject: Financial Statement Analysis for Internal Audit

Dear [Recipient's Name],

As part of our internal audit process, we have conducted a thorough analysis of the financial statements for the period ending [Date]. This analysis aims to identify any discrepancies, assess financial health, and ensure compliance with the regulatory standards.

The key points of our analysis are as follows:

- **Revenue Trends:** [Brief analysis of revenue trends]
- **Expense Analysis:** [Brief analysis of major expenses]
- **Profitability Ratios:** [Brief overview of profitability ratios]
- **Liquidity Position:** [Brief assessment of liquidity]
- **Debt Management:** [Brief review of debt levels]

We recommend that the management reviews these findings during the upcoming financial meeting scheduled for [Date of Meeting]. Additionally, we suggest considering the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

We appreciate your attention to this matter and are open to discussing our findings further. Please feel free to reach out to us with any questions or clarifications.

Sincerely,

[Your Name]

[Your Position]

[Internal Audit Department]

[Company Name]