

Charity Audit Findings Summary

Date: [Insert Date]

To: [Recipient Name]

[Charity Organization Name]

[Address]

Dear [Recipient Name],

We appreciate the opportunity to audit the financial records of [Charity Organization Name] for the period ending [Insert Date]. Below is a summary of our findings:

Findings Summary

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

Recommendations

- Recommendation for finding 1: [Recommendation Details]
- Recommendation for finding 2: [Recommendation Details]
- Recommendation for finding 3: [Recommendation Details]

We recommend addressing these findings and implementing the suggestions to enhance the financial management of [Charity Organization Name]. If you have any questions, please do not hesitate to reach out.

Thank you for your cooperation during our audit.

Sincerely,

[Your Name]

[Your Position]

[Audit Firm Name]