

Audit Report Findings Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Auditor's Name]

Subject: Summary of Audit Findings

Dear [Recipient's Name],

We are pleased to present the summary of findings from the recent audit conducted on [Insert Audited Department/Area] for the period of [Insert Period]. Below are the key findings:

1. Finding 1: [Title of Finding]

Details: [Provide a brief description of the finding.]

Impact: [Describe the potential impact on the organization.]

Recommendation: [Provide recommendations to address the finding.]

2. Finding 2: [Title of Finding]

Details: [Provide a brief description of the finding.]

Impact: [Describe the potential impact on the organization.]

Recommendation: [Provide recommendations to address the finding.]

3. Finding 3: [Title of Finding]

Details: [Provide a brief description of the finding.]

Impact: [Describe the potential impact on the organization.]

Recommendation: [Provide recommendations to address the finding.]

We appreciate the cooperation of your team during the audit process. Please feel free to reach out for any clarifications or further discussions regarding these findings.

Thank you.

Sincerely,

[Auditor's Name]

[Auditor's Position]

[Contact Information]