

Compliance Audit Reconciliation Results

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Results of Compliance Audit Reconciliation

Dear [Recipient Name],

We are writing to inform you of the results from the recent compliance audit reconciliation conducted on [Insert Date of Audit]. This audit aimed to ensure adherence to our established policies and regulatory requirements.

Audit Summary

The reconciliation process covered the following areas:

- Policy Compliance
- Financial Transactions
- Records Management
- Internal Controls

Findings

The audit revealed the following results:

- Compliant: [List Compliant Areas]
- Non-Compliant: [List Non-Compliant Areas]
- Recommendations: [List Recommendations]

Conclusion

We appreciate your cooperation during the audit. Please review the findings and address the non-compliant areas by [Insert Due Date]. Your prompt action will ensure continued compliance and improve our overall operations.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]