

Internal Audit Findings Summary

Date: [Insert Date]

To: [Insert Staff Name/Department]

From: [Insert Auditor Name/Department]

Summary of Findings

- Finding 1:** [Description of Finding 1]
Recommendation: [Recommendation for Finding 1]
- Finding 2:** [Description of Finding 2]
Recommendation: [Recommendation for Finding 2]
- Finding 3:** [Description of Finding 3]
Recommendation: [Recommendation for Finding 3]

Conclusion

The above findings highlight areas that require attention. We appreciate your cooperation in implementing the recommendations provided.

If you have any questions or need further clarification, please feel free to reach out.

Best regards,

[Insert Auditor Name]

[Insert Auditor Title]

[Insert Contact Information]