

# Performance Audit Report

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to present the performance audit report for [Nonprofit Organization Name] for the fiscal year ending [Fiscal Year End Date]. This audit was conducted to assess the effectiveness and efficiency of our operations and to ensure accountability to our stakeholders.

The objectives of this audit included:

- Evaluating the effectiveness of our programs
- Assessing compliance with applicable laws and regulations
- Identifying areas for improvement

Our findings indicate that while [Nonprofit Organization Name] has made significant progress in achieving its mission, there are opportunities for improvement in the following areas:

1. [Finding 1]
2. [Finding 2]
3. [Finding 3]

We have outlined specific recommendations to address these findings in the attached report. We believe that implementing these recommendations will enhance our operational performance and ultimately serve our community better.

Thank you for your continued support and commitment to our mission. Should you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Organization Address]

[Organization Phone Number]

[Organization Email Address]