

# Operational Audit Findings Report

Date: [Insert Date]

To: Board of Directors

From: [Your Name], [Your Position]

## Subject: Operational Audit Findings & Recommendations

Dear Board Members,

As part of our ongoing commitment to ensure operational efficiency and effectiveness, an operational audit was conducted from [start date] to [end date]. Below are the key findings along with recommendations for improvement:

### Key Findings

1. **Finding 1:** [Description of finding 1]

*Recommendation:* [Recommendation related to finding 1]

2. **Finding 2:** [Description of finding 2]

*Recommendation:* [Recommendation related to finding 2]

3. **Finding 3:** [Description of finding 3]

*Recommendation:* [Recommendation related to finding 3]

### Conclusion

We appreciate the continued support of the Board in fostering a culture of transparency and accountability. Implementing these recommendations will significantly enhance our operational efficiency. We look forward to discussing this report in our upcoming Board meeting.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]