

Internal Inquiry Findings Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

Subject: Findings from Internal Inquiry

We are writing to present the findings from the internal inquiry conducted regarding [describe the issue/incident]. This inquiry was initiated on [date] following [state the reason for the inquiry].

Summary of Findings

After a thorough investigation, the following key findings were established:

- [Finding 1: Brief description]
- [Finding 2: Brief description]
- [Finding 3: Brief description]
- [Additional findings as necessary]

Conclusions

Based on the findings, we conclude that [provide a summary conclusion].

Recommendations

To address the issues identified, we recommend the following actions:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]
4. [Additional recommendations as necessary]

We appreciate your cooperation throughout this inquiry process and are committed to implementing the necessary changes to avoid similar issues in the future.

If you have any questions or require further clarification, please do not hesitate to contact me at [your contact information].

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]