

# Internal Review Findings

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Internal Review Findings of [Department/Project Name]

Dear [Recipient Name],

We conducted an internal review of [Department/Project Name] from [Start Date] to [End Date]. The purpose of this review was to assess compliance with established policies and identify areas for improvement. Below are our findings:

## Findings

1. [Finding 1: Description]
2. [Finding 2: Description]
3. [Finding 3: Description]

## Recommendations

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

We believe addressing these findings will enhance the efficiency and effectiveness of [Department/Project Name]. We welcome further discussions regarding the implementation of the recommendations.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]