

Internal Audit Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Internal Audit Update

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide you with an update on the recent internal audit activities conducted within [Department/Area].

Audit Overview

The audit was undertaken to assess the effectiveness of controls and compliance with policy and regulations. The scope included [briefly state the scope of the audit].

Key Findings

- [Finding 1]
- [Finding 2]
- [Finding 3]

Recommendations

Based on our findings, we recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Next Steps

We plan to follow up on these recommendations in the coming weeks. A detailed report will be shared by [insert date].

Thank you for your attention to this important matter. Should you have any questions or require further details, please do not hesitate to contact me.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]