

Completion of IT Compliance Audit

Dear [Recipient's Name],

We are writing to inform you that the IT compliance audit conducted on [Audit Date] has been successfully completed. Our team has reviewed the necessary documentation and IT processes in accordance with the compliance standards set forth.

Key Findings:

- All critical controls are in place and functioning as intended.
- Minor non-compliance issues have been identified and are detailed in the attached report.
- Recommendations for improvements have been provided for your consideration.

We appreciate the cooperation of your team throughout this process. Please find the complete audit report attached for your review.

If you have any questions or require further clarification, feel free to reach out to us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]