

# Internal Review: Security Audit Outcomes

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Security Audit Outcomes for Internal Review

## Introduction

Dear [Recipient Name],

We have completed the security audit conducted on [Insert Date/Time Frame], and this letter serves to summarize the key outcomes for your review.

## Summary of Findings

- **Finding 1:** [Brief description of finding]
- **Finding 2:** [Brief description of finding]
- **Finding 3:** [Brief description of finding]

## Recommendations

Based on the findings, the following recommendations are proposed:

- **Recommendation 1:** [Brief description]
- **Recommendation 2:** [Brief description]
- **Recommendation 3:** [Brief description]

## Next Steps

Please review the outcomes and recommendations and provide your feedback by [Insert Deadline]. A follow-up meeting is scheduled for [Insert Meeting Date] to discuss the findings in detail.

## Conclusion

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]