

Internal Consultancy Findings Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Summary of Internal Consultancy Findings

Introduction

The purpose of this document is to summarize the findings of the internal consultancy conducted from [Start Date] to [End Date]. The consultancy focused on [Brief Description of Focus Area].

Key Findings

- Finding 1: [Description of Finding 1]
- Finding 2: [Description of Finding 2]
- Finding 3: [Description of Finding 3]

Recommendations

- Recommendation 1: [Description of Recommendation 1]
- Recommendation 2: [Description of Recommendation 2]
- Recommendation 3: [Description of Recommendation 3]

Conclusion

In conclusion, the findings indicate [Summary of Findings]. Therefore, it is recommended that [Overall Recommendation].

Thank you for considering the findings and recommendations. Please feel free to reach out for any further discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]