

Audit Log Review Summary Findings

Date: [Insert Date]

[Your Company's Name]

[Your Company's Address]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

We have completed the review of the audit log for the period of [Insert Period]. This letter summarizes the findings from our analysis.

Summary of Findings

- **Finding 1:** [Description of the finding]
- **Finding 2:** [Description of the finding]
- **Finding 3:** [Description of the finding]

Recommendations

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

We appreciate your cooperation during this review and are available to discuss these findings in further detail at your convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]