

# Audit Assessment Summary

Date: [Insert Date]

To: [External Auditor's Name]

From: [Your Name / Your Organization]

## Subject: Summary of Audit Assessment

Dear [External Auditor's Name],

We are pleased to present the summary of our recent audit assessment conducted for the period [Insert Period]. This document outlines the key findings and recommendations derived from our audit activities.

### Key Findings

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

### Recommendations

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

### Conclusion

In conclusion, we appreciate your cooperation during the audit process. We believe that the recommendations provided will enhance our financial practices and ensure compliance with established standards.

Should you have any questions regarding this summary, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Organization]