

Internal Audit Findings Review

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Review of Internal Audit Findings

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide you with a review of the findings from the recent internal audit conducted on [Insert Audit Subject/Area]. The primary goal of this audit was to assess [Insert Objectives of the Audit].

Summary of Findings

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

Recommendations

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

We appreciate your prompt attention to these matters and look forward to your feedback. Please do not hesitate to reach out if you require any further information or clarification regarding the audit findings.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]