

# Audit Findings Summary

Date: [Insert Date]

To: [Stakeholders' Names]

From: [Your Name/Your Position]

## Introduction

We conducted an audit of [Department/Area] for the period of [Insert Period]. This letter summarizes the key findings and recommendations.

## Summary of Findings

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

## Recommendations

1. [Recommendation for Finding 1]
2. [Recommendation for Finding 2]
3. [Recommendation for Finding 3]

## Conclusion

We appreciate your attention to these findings and look forward to working together to implement the recommendations.

Best Regards,  
[Your Name]  
[Your Position]