

Audit Results Conclusion Communication

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to present the findings of our recent audit conducted on [Insert Audit Period]. This audit aimed to evaluate [brief description of the audit goals, e.g., financial statements, compliance, internal controls].

Summary of Findings

- [Finding 1: Brief description]
- [Finding 2: Brief description]
- [Finding 3: Brief description]

Conclusion

Upon reviewing the results, we conclude that [insert overall conclusion, e.g., the company maintains its financial integrity, there are areas for improvement, etc.]. We recommend [insert any key recommendations].

We appreciate your cooperation during the audit process and look forward to discussing these findings further. Please let us know a convenient time for a follow-up meeting.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]