

Final Audit Findings Announcement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

We are writing to inform you of the final findings from the recent audit conducted for the period ending [Insert Period]. The audit was performed by [Audit Firm/Team Name] to evaluate the financial statements and internal controls of [Organization Name].

Summary of Findings:

- Finding 1: [Describe the finding]
- Finding 2: [Describe the finding]
- Finding 3: [Describe the finding]

We appreciate the cooperation of your team during the audit process and believe that the insights gained will be valuable for addressing these findings effectively.

Action Plan:

We recommend that the following actions be taken:

1. Action 1: [Describe action]
2. Action 2: [Describe action]
3. Action 3: [Describe action]

We would like to schedule a meeting to discuss these findings and the proposed action plan in more detail. Please let us know your availability.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]