

Audit Findings Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Summary of Audit Findings

Summary of Findings

Finding Number	Description	Impact	Recommendations
1	[Description of Finding 1]	[Impact of Finding 1]	[Recommendation for Finding 1]
2	[Description of Finding 2]	[Impact of Finding 2]	[Recommendation for Finding 2]
3	[Description of Finding 3]	[Impact of Finding 3]	[Recommendation for Finding 3]

Conclusion

[Conclusion or summary of the audit findings]

Thank you for your attention to these matters. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]