

Audit Outcome Briefing

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Audit Outcome Briefing

Dear [Recipient's Name],

We have completed the audit for the period ending [Insert Audit Period]. Below is a summary of the key findings and recommendations from the audit:

Key Findings

- [Finding 1]
- [Finding 2]
- [Finding 3]

Recommendations

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

We appreciate the cooperation of your team throughout the audit process. Should you have any questions or require further clarification on the findings, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]