

Operational Audit Advisory

Date: [Insert Date]

To: [Management's Name]

From: [Your Name / Audit Department]

Subject: Operational Audit Advisory

Dear [Management's Name],

We are pleased to present our findings and recommendations following the recent operational audit conducted within [Department/Process Name]. The goal of this audit was to assess the efficiency and effectiveness of current operations and identify areas for improvement.

Key Findings

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

Recommendations

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

We believe that implementing these recommendations will enhance operational performance and mitigate risks. We encourage an open dialogue to discuss these findings in detail and consider strategies for implementation.

Thank you for your attention to this matter. We look forward to your feedback.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]