

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Circulation of Audit Findings

Dear [Recipient Name],

We are writing to formally circulate the findings from the recent audit conducted from [audit start date] to [audit end date]. The objective of the audit was to evaluate [briefly outline the purpose of the audit].

Key findings from the audit include:

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

Attached to this letter are the detailed audit report along with recommendations for addressing the identified findings. We encourage your review and feedback by [feedback due date].

Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

Attachment: Audit Findings Report