

Audit Committee Internal Controls Assessment

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Organization Name]
[Address]

Dear [Recipient Name],

We are writing to provide you with an overview of the internal controls assessment conducted by the Audit Committee of [Organization Name]. Our assessment aimed to evaluate the effectiveness and efficiency of the internal control system currently in place.

Key findings from our assessment include:

- Strengths in the areas of risk management and compliance.
- Identified areas for improvement including [insert areas for improvement].
- Recommendations for enhancing internal controls which include [insert recommendations].

Moving forward, we encourage ongoing collaboration between the Audit Committee and management to implement the necessary improvements. We believe that by addressing the identified weaknesses, we will enhance our overall internal control environment.

Thank you for your attention to this important matter. We look forward to discussing this report in further detail.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]
[Contact Information]