

Audit Inspection Results

Date: [Insert Date]

To: [Recipient's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

We are pleased to present the results of the audit inspection conducted on [Insert Audit Date] at [Company Name]. The purpose of this audit was to assess compliance with [specify standards or regulations] and evaluate the effectiveness of internal controls.

Summary of Findings

- Finding 1: [Description]
- Finding 2: [Description]
- Finding 3: [Description]

Recommendations

- Recommendation 1: [Description]
- Recommendation 2: [Description]
- Recommendation 3: [Description]

The detailed audit report is attached for your reference. We appreciate your cooperation during the audit process and look forward to your response regarding the recommended actions.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Position]

[Your Company]