

# Audit Oversight Performance Assessment

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

## Subject: Audit Oversight Performance Assessment

Dear [Recipient Name],

We are writing to present the findings from the recent audit oversight performance assessment conducted on [Date/Period]. This assessment aims to evaluate the effectiveness, efficiency, and compliance of our audit processes and oversight mechanisms.

### 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 appreciate your attention to these matters and look forward to your feedback and suggestions for improvement. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]