

Conclusion Summary of the Special Audit Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Conclusion Summary of Special Audit Report

Dear [Recipient's Name],

We have completed the special audit of [insert department/project name] as per the request dated [insert request date]. Our audit aimed to assess [briefly state the purpose of the audit].

Key Findings:

- [Finding 1]
- [Finding 2]
- [Finding 3]

Conclusion:

Based on our findings, we conclude that [summarize the conclusion, highlighting any critical issues or concerns].

Recommendations:

We recommend that [insert recommendations based on findings].

We appreciate the cooperation extended to us during this audit. Should you have any questions or require further clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]