

Confirmation of Special Audit Findings

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the findings from the special audit conducted on [insert dates of audit] concerning [insert details of the audit focus]. The audit was carried out to assess [insert purpose of the audit].

The key findings are as follows:

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

We appreciate your cooperation during the audit and encourage you to address the identified findings promptly. Should you have any questions or require further clarification, please do not hesitate to contact us at [insert your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]