

Government Audit Feedback

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Department: [Recipient Department]

Address: [Recipient Address]

Dear [Recipient Name],

We would like to extend our gratitude for your cooperation and support during the recent audit conducted by our office from [Start Date] to [End Date]. The purpose of this audit was to assess [brief reason for audit].

Our preliminary findings indicate that [insert key findings]. We appreciate your efforts in maintaining transparency and adherence to regulations throughout the process.

However, we have identified some areas for improvement, including [list areas for improvement]. We encourage your department to address these issues promptly to enhance operational efficiency and compliance.

Please feel free to reach out to us if you have any questions or require further clarification on the audit findings. We are here to assist you in any way possible.

Thank you once again for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Email Address]

[Phone Number]