

Audit KPI Evaluation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Audit KPI Evaluation Summary

Dear [Recipient Name],

We have conducted an audit of the Key Performance Indicators (KPIs) for the period of [Insert Period]. Below is a summary of our evaluation:

1. KPI Overview

List of KPIs evaluated:

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

2. Evaluation Criteria

The following criteria were used for evaluation:

- Accuracy
- Relevance
- Timeliness

3. Findings

Our findings indicate that:

1. KPI 1: [Findings]
2. KPI 2: [Findings]
3. KPI 3: [Findings]

4. Recommendations

Based on our evaluation, we recommend the following actions:

- Recommendation 1
- Recommendation 2
- Recommendation 3

We appreciate your attention to this matter and are available to discuss further details or answer any questions you may have.

Warm regards,

[Your Name]

[Your Position]

[Your Company]