

# Internal Audit Review KPI Summary

Date: [Insert Date]

To: [Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]

Dear [Recipient Name],

We are pleased to present the Key Performance Indicators (KPIs) for the internal audit review conducted for the period [Insert Period]. The purpose of this review is to assess the effectiveness and efficiency of our internal controls and overall audit practices.

## Key Performance Indicators

KPI	Description	Target	Actual Performance
KPI 1	Description of KPI 1	[Target Value]	[Actual Value]
KPI 2	Description of KPI 2	[Target Value]	[Actual Value]

We believe that these KPIs provide valuable insights into our internal audit processes and help us identify areas for further improvement. We appreciate your ongoing support and collaboration.

If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Contact Information]