

Notification of Audit Control Deficiencies

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

We are writing to inform you of some deficiencies identified during the recent audit of [Specify the area of audit]. Our findings indicate several areas where control measures are lacking, which could potentially expose the organization to risk.

Details of Deficiencies:

- [Deficiency 1 Description]
- [Deficiency 2 Description]
- [Deficiency 3 Description]

We recommend that immediate action be taken to address these deficiencies. Specifically, we suggest the following corrective measures:

- [Recommended Action 1]
- [Recommended Action 2]
- [Recommended Action 3]

Please acknowledge receipt of this notification and provide us with an outline of the actions you will take to resolve these issues by [Insert Response Deadline].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]