

Audit Findings Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Business Name]

[Business Address]

Dear [Recipient Name],

We are writing to present the findings from the recent audit conducted for [Business Name] on [Audit Date]. Our objective was to assess the financial processes and compliance with applicable regulations.

Findings:

1. **Finding 1:** [Description of finding and impact]
2. **Finding 2:** [Description of finding and impact]
3. **Finding 3:** [Description of finding and impact]

Recommendations:

1. [Recommendation for Finding 1]
2. [Recommendation for Finding 2]
3. [Recommendation for Finding 3]

We appreciate the cooperation of your team during the audit process. Please feel free to reach out if you have any questions or require further clarification on our findings.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]