

# Audit Results Presentation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Presentation of Audit Results

Dear [Recipient's Name],

I hope this message finds you well. I am writing to present the findings of our recent audit conducted on [Audit Subject] dated [Audit Period].

## Key Findings

- Finding 1: [Brief Description]
- Finding 2: [Brief Description]
- Finding 3: [Brief Description]

## Recommendations

- Recommendation 1: [Brief Description]
- Recommendation 2: [Brief Description]
- Recommendation 3: [Brief Description]

We appreciate the cooperation of your team during this audit and look forward to discussing these results in detail. Please let us know your availability for a presentation session.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]