

Audit Evaluation Findings

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to present the findings from our recent audit conducted from [start date] to [end date]. The objective of this audit was to evaluate the effectiveness of internal controls and compliance with applicable regulations and policies.

Summary of Findings

- **Finding 1:** [Description of finding 1]
- **Finding 2:** [Description of finding 2]
- **Finding 3:** [Description of finding 3]

Recommendations

- **Recommendation 1:** [Description of recommendation 1]
- **Recommendation 2:** [Description of recommendation 2]
- **Recommendation 3:** [Description of recommendation 3]

We appreciate your cooperation during the audit process. We believe that implementing these recommendations will lead to improved operations and compliance. Please feel free to contact us for any further clarification regarding these findings.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]