

Audit Feedback Documentation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Feedback on Audit Findings

Dear [Recipient's Name],

I hope this message finds you well. Following our recent audit conducted on [Insert Date], I would like to share the feedback and findings that emerged during this process.

Summary of Findings

- [Finding 1]
- [Finding 2]
- [Finding 3]

Recommendations

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Next Steps

Please review the findings and recommendations outlined above. We recommend scheduling a meeting to discuss the feedback in detail and develop an action plan to address the identified issues.

Thank you for your cooperation and commitment to continual improvement.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]