

Audit Result Communication

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Audit Results Communication - [Audit Title]

Dear [Recipient Name],

We are pleased to inform you of the results from the recent audit conducted on [date of audit] regarding [audit subject]. The primary objective of this audit was to evaluate [briefly state the objectives].

Key Findings:

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

Recommendations:

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

We appreciate the cooperation of your team during the audit process. Should you have any questions regarding the findings or recommendations, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]