

Audit Investigation Conclusion Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are writing to formally notify you of the conclusion of the audit investigation conducted by [Audit Firm/Department Name]. The investigation was initiated on [Start Date] and focused on [specific area of concern or subject of the investigation].

After thorough review and analysis, we have reached the following conclusions:

- [Key finding 1]
- [Key finding 2]
- [Key finding 3]

Based on the findings, we recommend the following actions:

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

We appreciate your cooperation and support throughout this investigation. Please do not hesitate to reach out if you have any questions or require further clarification regarding our findings or recommendations.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]