

Audit Investigation Feedback Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to provide feedback regarding the recent audit investigation conducted on [Specify Department or Area], which took place from [Start Date] to [End Date]. We appreciate your cooperation and assistance throughout this process.

Summary of Findings

The audit investigation revealed the following key findings:

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

Recommendations

Based on the findings, we recommend the following actions:

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

We believe that implementing these recommendations will help enhance [mention specific aspects such as operations, compliance, efficiency, etc.].

Thank you for your partnership and commitment to continuous improvement. Should you have any questions or require further details, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]