

Final Assessment Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

We are writing to provide you with the final assessment report of the audit investigation conducted on [insert period or subject of the audit]. This investigation was initiated due to [briefly state reason for the audit].

After thorough examination and analysis, our findings are as follows:

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

Based on these findings, we recommend the following actions:

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

Please take the time to review our findings and recommendations. We look forward to discussing this matter further and assist in implementing necessary changes.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]