

Audit Investigation Result Communication

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Audit Investigation Results

Dear [Recipient Name],

We have completed the audit investigation as per the scheduled timeline and would like to share the results with you. The following points summarize our findings:

1. [Finding 1: Description]
2. [Finding 2: Description]
3. [Finding 3: Description]

Based on these findings, we recommend the following actions:

- [Recommendation 1: Action]
- [Recommendation 2: Action]
- [Recommendation 3: Action]

We appreciate your cooperation throughout this investigation. Please feel free to reach out if you have any questions regarding the findings or recommendations.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]