

Audit Investigation Results Briefing

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Audit Investigation Results Briefing

Dear [Recipient Name],

I am writing to provide a briefing on the results of the recent audit investigation conducted from [start date] to [end date]. The purpose of this investigation was to assess compliance with [specific regulations or standards] and to evaluate the effectiveness of our internal controls.

Summary of Findings

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

Recommendations

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

We appreciate your support and cooperation during this audit investigation. Please feel free to reach out for any further details or clarifications.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]