

# Audit Investigation Summary Findings

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Summary of Findings from Audit Investigation

## Introduction

We conducted an audit investigation of [Insert Subject/Department] for the period of [Insert Period]. This letter outlines the summary of our findings.

## Findings

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

## Recommendations

Based on our findings, we recommend the following actions:

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

## Conclusion

We appreciate your cooperation during this investigation. We believe that implementing the recommendations will help address the identified issues.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]