

Notification of Audit Findings

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Cooperative: [Cooperative Name]

Address: [Cooperative Address]

Dear [Recipient's Name],

We are writing to inform you of the findings from the recent audit conducted for [Cooperative Name] for the fiscal year ending [Date]. Our team has completed a thorough review of the financial statements and operational practices and would like to highlight the following findings:

Audit Findings

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

We recommend that the cooperative take immediate action to address these findings and enhance compliance and operational efficiency. A detailed report will be provided, listing actionable recommendations to facilitate improvements.

Please feel free to reach out if you have any questions or require further clarification regarding the audit. We appreciate your cooperation and commitment to improving the governance of [Cooperative Name].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]