

# Audit Findings Summary

Date: [Date]

To: [Client Name]

From: [Your Company Name]

## Subject: Summary of Audit Findings

Dear [Client Name],

We have completed the audit for the period ending [Date]. Below is a summary of our findings:

### 1. Summary of Findings

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

### 2. Recommendations

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

We appreciate your cooperation during the audit process. Please feel free to reach out if you have any questions or need further details regarding our findings.

Thank you,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]