

Audit Report Approval

Date: [Insert Date]

To: [Stakeholder Name]

Title: [Stakeholder Title]

Company: [Stakeholder Company]

Address: [Stakeholder Address]

Dear [Stakeholder Name],

We are pleased to submit the final audit report for your review and approval. The audit was conducted for the period ending [Insert Period] and covered all relevant financial transactions and operations.

Enclosed with this letter, you will find the comprehensive audit report which includes our findings, recommendations, and conclusions.

We kindly request your approval of this report by [Insert Deadline]. Please provide your feedback or approval in writing to ensure that we proceed with the next steps.

Thank you for your cooperation and support. Please do not hesitate to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]