

Feedback on Audit Findings

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We have completed our audit of [specific area or department] for the period of [insert period]. We appreciate the cooperation of your team and the opportunity to review your processes and controls.

Below are our detailed findings and recommendations:

Findings

- **Finding 1:** [Brief description of finding]
- **Finding 2:** [Brief description of finding]
- **Finding 3:** [Brief description of finding]

Recommendations

- **Recommendation 1:** [Brief description of recommendation]
- **Recommendation 2:** [Brief description of recommendation]
- **Recommendation 3:** [Brief description of recommendation]

We encourage your team to consider these findings and implement the suggested recommendations to enhance operational efficiency and compliance.

Thank you for your attention to these matters. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]