

Audit Findings Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Audit Records Retention Findings

Dear [Recipient's Name],

We have recently completed an audit of the records retention policy in accordance with our organizational compliance standards. Below are the findings from the audit:

Findings

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

Recommendations

- Recommendation 1: [Description of recommendation]
- Recommendation 2: [Description of recommendation]
- Recommendation 3: [Description of recommendation]

We recommend addressing these findings by [insert any timelines or specific actions]. Please let us know if you require further clarification on any of the points mentioned.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]