

Audit Trail Findings Communication

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

From: [Your Name]

Position: [Your Position]

Company: [Your Company]

Subject: Detailed Findings from Recent Audit Trail Review

Dear [Recipient Name],

We have completed the review of the audit trails as part of our recent internal audit process. Below are the detailed findings and observations:

Audit Trail Summary

- **Scope of Audit:** [Describe the scope]
- **Date Range:** [Insert Date Range]
- **Systems Audited:** [List of Systems]

Key Findings

1. **Finding 1:** [Description of finding 1]
2. **Finding 2:** [Description of finding 2]
3. **Finding 3:** [Description of finding 3]

Recommendations

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

We suggest scheduling a meeting to discuss these findings in detail and address any questions you may have. Please let us know your availability.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]