

# Letter of Audit Findings Discussion

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]  
[Your Position]  
[Your Company]

Subject: Discussion of Audit Findings

Dear [Stakeholder Name],

We would like to invite you to a discussion regarding the findings from our recent audit conducted on [insert date or period]. This session aims to review the key findings, address any concerns, and collaborate on potential improvements.

## Details of the Meeting:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Virtual Link]

Attached to this letter, you will find a summary of the audit findings for your review prior to the meeting. We believe your insights and feedback will be invaluable in developing actionable strategies moving forward.

Please confirm your attendance at your earliest convenience. Should you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention to this important matter. We look forward to your participation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]