

Third-Party Audit Results Communication

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Results of Third-Party Audit

Dear [Recipient Name],

We are writing to inform you about the results of the recent third-party audit conducted on [Audit Date] by [Audit Firm/ Auditor Name]. The aim of this audit was to assess [brief description of audit purpose].

Overall, the audit findings indicate [summary of results - e.g., compliance/non-compliance, strengths, weaknesses]. The key highlights from the audit include:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

We recommend the following actions to address the findings:

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

We appreciate your cooperation throughout the audit process. Please feel free to reach out should you have any questions or need further clarification regarding the findings and recommendations.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]