

Audit Reconciliation Findings

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Subject: Financial Audit Reconciliation Findings

Dear [Recipient's Name],

We have completed the financial audit for the period ending [Insert Period End Date]. Below are our findings based on the reconciliation performed:

Key Findings:

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

Recommendations:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

We appreciate your cooperation during this audit process. Please feel free to reach out if you require additional information or clarification regarding these findings.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]