

Acquisition Audit Review

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you that our acquisition audit review for [Project/Acquisition Name] has been completed. The review aimed to assess the compliance with our internal policies and regulatory requirements throughout the acquisition process.

Our findings indicate the following:

- Strengths - [Detail any strengths identified]
- Weaknesses - [Detail any weaknesses identified]
- Recommendations - [Provide recommendations for improvement]

We appreciate your cooperation during this review and encourage you to implement the suggested recommendations to enhance our acquisition process.

Please feel free to reach out if you have any questions or require further clarification on the findings.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]