

Compliance Report Submission

Date: [Insert Date]

To: [Name of the Recipient]

Position: [Title of the Recipient]

Department: [Department Name]

Company: [Company Name]

Dear [Recipient's Name],

Subject: Submission of Compliance Report for Internal Audit

We are pleased to submit our compliance report as per the internal audit requirements for the period of [Insert Period]. This report outlines our adherence to the relevant policies, procedures, and applicable regulations.

Enclosed with this letter, you will find:

- Compliance Report Document
- Supporting Evidence
- Action Plan for Recommendations

We believe that the information outlined in the attached report provides a comprehensive overview of our compliance status and the measures implemented to address any areas of concern.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Company]