

External Audit Report Dissemination

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Dissemination of External Audit Report

Dear [Recipient's Name],

We are pleased to inform you that the external audit report for [Organization/Project Name] has been finalized. This report provides an overview of our findings, conclusions, and recommendations based on the audit conducted from [Start Date] to [End Date].

The key areas covered in the report include:

- Financial Statements Review
- Compliance with Regulations
- Recommendations for Improvement

Attached to this letter, you will find a copy of the audit report for your review. We encourage you to read through the findings and consider the recommendations made in order to enhance our operations and governance.

Should you have any questions or require further clarification, please feel free to reach out to me directly at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]