

Audit Results Acknowledgment

Date: [Insert Date]

To: [Board Member's Name]

[Board Member's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Board Member's Name],

We are writing to formally acknowledge the receipt of the audit results conducted for [Company/Organization Name] for the period ended [Date]. We appreciate the comprehensive assessment provided by [Auditor's Name or Firm], which has highlighted key areas of performance and compliance.

The audit has been reviewed in detail, and the findings will be discussed in our upcoming board meeting scheduled for [Insert Meeting Date]. We encourage all board members to read the enclosed summary of the audit report to facilitate an informed discussion.

Thank you for your ongoing commitment to ensuring the financial integrity and transparency of our organization. Please feel free to reach out if you have any questions prior to the meeting.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Your Contact Information]