

Audit Results Confirmation

Date: [Insert Date]

To: [Stakeholder's Name]

Title: [Stakeholder's Title]

Company: [Stakeholder's Company]

Address: [Stakeholder's Address]

Dear [Stakeholder's Name],

We are writing to confirm the results of the recent audit conducted for the period of [Insert Audit Period]. The audit was performed to ensure compliance with our internal policies and regulatory requirements.

The key findings from the audit include:

- [Finding 1]
- [Finding 2]
- [Finding 3]

We appreciate your cooperation during the audit process and value your input in addressing the findings. Please let us know if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]