Audit Review Confirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to confirm the completion of the audit review conducted from [start date] to [end date]. The purpose of this audit was to evaluate the effectiveness of your financial and operational processes.

Upon thorough examination, we found that [brief summary of findings]. We appreciate the cooperation extended by your team during this review process.

Should you have any questions or require further details regarding the audit findings, please feel free to reach out to us at [contact information].

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]