

# Confirmation of Final Audit Findings

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

We are writing to formally confirm the final findings from the recent audit conducted from [Start Date] to [End Date] for [Company's Name]. We appreciate the cooperation of your team throughout this process.

## Summary of Findings:

- Finding 1: [Description]
- Finding 2: [Description]
- Finding 3: [Description]

We kindly request that you acknowledge receipt of this letter and confirm the agreement with the findings outlined above. Should there be any discrepancies or further discussions required, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]