

Formal Notification of Audit Results

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are writing to formally notify you of the results of the audit conducted on [insert audit period] at [insert location or department]. Our audit aimed to assess [briefly state the purpose of the audit].

The key findings of the audit are as follows:

- Finding 1: [Brief description]
- Finding 2: [Brief description]
- Finding 3: [Brief description]

Based on the findings, we recommend the following actions:

- Recommendation 1: [Brief description]
- Recommendation 2: [Brief description]
- Recommendation 3: [Brief description]

Please acknowledge receipt of this notification and provide us with your feedback or action plan by [insert response deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]