

Audit Findings Confirmation

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally confirm the audit findings related to [specific area of audit or project name]. The audit was conducted from [start date] to [end date] and was designed to assess [brief description of the audit objective].

Our findings indicate the following:

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

We appreciate your cooperation during the audit process and would like to ensure that we have accurately captured the findings. Please review the findings listed above and confirm their accuracy by [response deadline]. Should you have any discrepancies or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to your prompt confirmation.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Phone Number]
[Your Email Address]