

Audit Findings Notification

Date: [Insert Date]

To: [Management's Name / Department]

From: [Your Name / Audit Department]

Subject: Notification of Audit Findings

Dear [Management's Name],

We have completed our audit of [specific area or department] for the period of [insert period]. We appreciate the cooperation of your team during this process.

Summary of Findings

- **Finding 1:** [Brief description of finding]
- **Finding 2:** [Brief description of finding]
- **Finding 3:** [Brief description of finding]

Conclusion

We believe that addressing these findings will significantly enhance operational efficiency and compliance with relevant regulations.

Please let us know if you would like to discuss these findings or if there is any additional information we can provide.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Position]

[Audit Department]