

Audit Findings Preliminary Review

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Preliminary Review of Audit Findings

Dear [Recipient Name],

We are writing to provide you with the preliminary findings from our recent audit conducted on [Audit Subject/Area] for the period of [Audit Period]. This preliminary review aims to summarize the key areas of concern and our recommendations for improvement.

Key Findings:

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

Recommendations:

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

We appreciate your cooperation during the audit process, and we believe that addressing these findings will greatly enhance your operations. We look forward to discussing these findings in further detail at our upcoming meeting scheduled for [Meeting Date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]