

Internal Audit Findings Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Internal Audit Findings on Control Measures

Executive Summary

This report outlines the findings from the recent internal audit conducted on [specific department or process]. The primary focus was to evaluate the effectiveness of current control measures in place.

Findings

1. **Finding 1:** [Description of finding, including risks and potential impacts]
2. **Finding 2:** [Description of finding, including risks and potential impacts]
3. **Finding 3:** [Description of finding, including risks and potential impacts]

Recommendations

1. **Recommendation 1:** [Recommended action to address finding 1]
2. **Recommendation 2:** [Recommended action to address finding 2]
3. **Recommendation 3:** [Recommended action to address finding 3]

Conclusion

In conclusion, the audit identified several areas that require immediate attention to enhance the control measures and mitigate risks. We recommend that the management team consider the recommendations provided and take appropriate actions.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]