

# Audit Findings Letter

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to present our findings from the recent audit of the current benefit plan for [Company Name]. The purpose of this audit was to ensure compliance with applicable regulations and to evaluate the effectiveness of the benefit plan.

## Summary of Findings

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

## Recommendations

1. [Recommendation related to Finding 1]
2. [Recommendation related to Finding 2]
3. [Recommendation related to Finding 3]

We appreciate the cooperation of your team during this audit process. Please feel free to reach out if you have any questions regarding the findings or recommendations outlined in this letter.

Thank you for your attention to these important matters.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]