

# Internal Audit Assessment Findings

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Internal Audit Assessment Findings for [Department/Area]

**Dear [Recipient Name],**

Following the recent internal audit conducted on [Date of Audit] regarding [Department/Area], we have compiled our assessment findings as outlined below:

## Findings

1. **Finding 1:** [Description of the finding]
2. **Finding 2:** [Description of the finding]
3. **Finding 3:** [Description of the finding]

## Recommendations

1. **Recommendation for Finding 1:** [Suggested action]
2. **Recommendation for Finding 2:** [Suggested action]
3. **Recommendation for Finding 3:** [Suggested action]

## Conclusion

We appreciate your attention to these findings and recommendations. Please let us know if you have any questions or require further clarification.

Thank you.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]