

Internal Audit Discovery Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Department: [Department Name]

Subject: Internal Audit Discovery Report

Introduction

This report outlines the findings from the internal audit conducted on [Insert Date] within the [Department/Area].

Objective

The objective of this audit was to assess [Insert the main objectives of the audit].

Findings

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

Recommendations

1. **Recommendation 1:** [Description of Recommendation 1]
2. **Recommendation 2:** [Description of Recommendation 2]
3. **Recommendation 3:** [Description of Recommendation 3]

Conclusion

In conclusion, the findings highlighted in this report should be addressed to improve [Insert relevant area]. Please let us know if you have any questions or require further clarification.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]