

Internal Audit Evaluation Results

Date: [Insert Date]

To: [Recipient's Name]

From: [Auditor's Name]

Subject: Internal Audit Evaluation Results for [Department/Unit Name]

Dear [Recipient's Name],

We are pleased to present the results of the internal audit conducted for [Department/Unit Name] for the period of [Insert Period]. The objectives of the audit were to assess the effectiveness of internal controls, ensure compliance with policies and regulations, and identify areas for improvement.

Key Findings:

- **Finding 1:** [Description of finding]
- **Finding 2:** [Description of finding]
- **Finding 3:** [Description of finding]

Recommendations:

- **Recommendation 1:** [Description of recommendation]
- **Recommendation 2:** [Description of recommendation]
- **Recommendation 3:** [Description of recommendation]

We appreciate the cooperation of your team during the audit. Please find attached the detailed report for your review. We welcome the opportunity to discuss these findings and recommendations further.

Thank you for your attention to these important matters.

Sincerely,

[Auditor's Name]

[Auditor's Position]

[Company Name]

[Contact Information]