

Internal Audit Findings and Action Plan

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Internal Audit Findings and Proposed Action Plan

1. Introduction

This letter outlines the findings from the recent internal audit conducted on [Scope of the Audit] and presents a corresponding action plan to address identified issues.

2. Audit Findings

Finding Number	Description	Risk Level	Recommendation
1	[Description of Finding]	[Risk Level]	[Recommendation]
2	[Description of Finding]	[Risk Level]	[Recommendation]

3. Action Plan

Finding Number	Action Item	Responsible Person	Target Completion Date
1	[Action Item Description]	[Responsible Person]	[Completion Date]
2	[Action Item Description]	[Responsible Person]	[Completion Date]

4. Conclusion

We appreciate your attention to these findings and look forward to your support in implementing the action plan.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]