

Internal Audit Findings Summary Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Summary of Internal Audit Findings

1. Introduction

This report summarizes the findings from the internal audit conducted on [Insert Date/Period].

2. Objectives of the Audit

The primary objectives of the audit were to assess the effectiveness of internal controls and to ensure compliance with applicable laws and regulations.

3. Summary of Findings

- **Finding 1:** [Brief description of finding] - [Impact/effect]
- **Finding 2:** [Brief description of finding] - [Impact/effect]
- **Finding 3:** [Brief description of finding] - [Impact/effect]

4. Recommendations

1. [Recommendation for Finding 1]
2. [Recommendation for Finding 2]
3. [Recommendation for Finding 3]

5. Conclusion

The audit has identified areas of improvement that require urgent attention. We appreciate your prompt cooperation in addressing these findings.

6. Next Steps

We recommend scheduling a follow-up meeting to discuss these findings in detail.

Thank you,

[Your Name]

[Your Position]

[Your Contact Information]