

# Internal Audit Results

Date: [Insert Date]

To: [Management/Specific Recipient Name]

From: [Your Name/Your Department]

Subject: Internal Audit Results for Management Review

## Introduction

We have completed the internal audit for the period of [Insert Period]. This letter summarises the key findings and recommendations from the audit.

## Audit Objectives

The primary objectives of the audit were to:

- [Objective 1]
- [Objective 2]
- [Objective 3]

## Key Findings

The audit revealed the following key findings:

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

## Recommendations

To address the findings mentioned above, we recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

## Conclusion

We believe that implementing the above recommendations will enhance our internal controls and operational efficiency. We look forward to discussing these results in further detail.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]