

Internal Audit Risk Assessment Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name, Your Position]

Subject: Internal Audit Risk Assessment Findings

Dear [Recipient Name],

We are pleased to present the findings of the internal audit risk assessment conducted on [specific department/project] for the period of [specific period]. The purpose of this assessment was to evaluate the risk exposures and controls in place, ensuring compliance with internal policies and relevant regulations.

Executive Summary

The assessment identified the following key areas of risk:

- [Risk Area 1]
- [Risk Area 2]
- [Risk Area 3]

Methodology

The audit was conducted using [describe methodology, e.g., surveys, interviews, document reviews, etc.].

Findings

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

Recommendations

Based on our findings, we recommend the following actions:

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

We appreciate your attention to these matters. Please feel free to reach out should you require further detail or clarification regarding this report.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]