

Contractor Audit Findings Summary

Date: [Insert Date]

To: [Contractor Name]

From: [Audit Team/Your Name]

Subject: Summary of Audit Findings

Introduction

This letter summarizes the findings from the recent audit conducted on [Contractor Name] for the period of [Start Date] to [End Date].

Findings Summary

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

Recommendations

We recommend the following actions to address these findings:

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

Conclusion

We appreciate your cooperation during the audit process. Please feel free to reach out if you have any questions or require further clarification on the findings.

Sincerely,

[Your Name]
[Your Position]
[Your Company]