

Contractor Audit Findings Summary

Date: [Insert Date]

To: [Contractor Name]
[Contractor Address]
[City, State, Zip Code]

From: [Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]

Summary of Findings

Dear [Contractor Name],

Following our recent audit conducted on [insert audit date], we have compiled a summary of our findings, which is presented below:

1. Compliance Issues

[Brief description of compliance issues found]

2. Performance Discrepancies

[Brief description of performance discrepancies found]

3. Financial Irregularities

[Brief description of financial irregularities found]

Recommendations

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

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

Conclusion

We appreciate your attention to these matters and look forward to your prompt response. Please feel free to reach out if you have any questions or require further details about the findings.

Sincerely,
[Your Name]
[Your Position]