

Contract Audit Outcome Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We have completed the audit of the finalized contract between [Your Company Name] and [Recipient's Company Name] dated [Contract Date]. This letter outlines the outcomes of the audit conducted.

Audit Findings:

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

Recommendations:

- Recommendation 1: [Description of Recommendation 1]
- Recommendation 2: [Description of Recommendation 2]
- Recommendation 3: [Description of Recommendation 3]

In conclusion, we appreciate your cooperation throughout the audit process and look forward to your feedback regarding our recommendations.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]