

# Internal Audit Report Submission

Date: [Insert date]

To: Board of Directors

From: [Your Name], [Your Position]

Subject: Submission of Internal Audit Report

Dear Members of the Board,

I am pleased to submit the Internal Audit Report for the period ending [Insert date]. The objective of this audit was to evaluate the effectiveness of the internal controls and compliance with policies and procedures.

The key findings of the audit are summarized as follows:

- [Finding 1]
- [Finding 2]
- [Finding 3]

Based on these findings, we recommend the following actions:

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

The detailed report is attached for your review. We believe that implementing these recommendations will enhance our operational efficiency and mitigate risks.

Thank you for your attention to this important matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]