

**To:** [Name of Responsible Officer/Department Head]

**From:** [Name of Internal Auditor/Audit Department]

**Date:** [Insert Date]

**Subject:** Internal Audit Findings: Uninsured Deposit Reporting

Dear [Recipient Name],

The Internal Audit Department has completed a review of the institution's reporting processes for uninsured deposits as of [Audit Period]. The objective of this audit was to ensure the accuracy of data reported in regulatory filings and compliance with internal risk management policies.

**1. Audit Finding: [Summary Title of Finding]**

**Condition:** [Describe the specific error or discrepancy found, e.g., miscalculation of aggregate accounts].

**Criteria:** [Reference specific regulatory requirement or internal policy].

**Cause:** [Identify why the issue occurred, e.g., manual data entry error or system mapping issue].

**Risk:** [Detail the potential impact, e.g., inaccurate Call Report filing or regulatory penalties].

**Recommendation:** [Outline the steps required to rectify the issue].

**2. Management Response and Action Plan**

**Management Response:** [Space for management to agree/disagree with findings].

**Corrective Action:** [Description of the steps management will take].

**Target Completion Date:** [Insert Date]

**Responsible Party:** [Name/Title]

Please provide your formal response to the items above by [Due Date for Response]. We appreciate the cooperation of your team during this review.

Sincerely,

[Auditor Signature]

[Auditor Title]

**CC:**

[Audit Committee]

[Chief Financial Officer]

[Compliance Officer]