

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Disclosure of Preliminary Examination Findings

Dear [Recipient Name],

This letter serves to formally communicate the preliminary findings of the examination conducted by [Examining Body/Department Name] regarding [Project/Account/Case Reference Number]. The examination period covered activities from [Start Date] to [End Date].

The objective of this disclosure is to provide you with an opportunity to review the initial observations and provide clarification or additional documentation before the final report is issued.

Summary of Preliminary Findings:

- **Observation 1:** [Brief description of the finding]
- **Observation 2:** [Brief description of the finding]
- **Observation 3:** [Brief description of the finding]

Please note that these findings are preliminary and subject to change based on further review or the submission of additional evidence. We request your written response to these observations by [Deadline Date]. Your response should include any corrective actions already taken or planned.

If you have any questions or require further clarification regarding these points, please contact [Name of Contact Person] at [Phone Number] or [Email Address].

Thank you for your cooperation during this process.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Department]