

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Notification of Interim Audit Supervisory Rating

Dear [Recipient Name],

This letter serves to formally notify you of the interim supervisory rating assigned to [Department/Entity Name] following the review period ending [Date].

Based on our interim assessment of internal controls, risk management processes, and compliance protocols, your current supervisory rating is:

Interim Rating: [Insert Rating, e.g., Satisfactory/Needs Improvement]

This interim rating is based on the following key observations:

- [Observation 1]
- [Observation 2]
- [Observation 3]

Please note that this rating is provisional and subject to change based on the final audit results and the successful implementation of any recommended corrective actions. We will continue to monitor the progress of these items through the remainder of the audit cycle.

If you have any questions regarding this assessment or the specific areas identified for improvement, please contact [Name of Auditor/Supervisor] at [Phone Number/Email].

Sincerely,

[Your Signature]
[Your Name]
[Your Title]
[Department Name]