

[Your Company Name]  
[Department Name]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Organization/Department Name]

**Subject: Notification of Post-Audit Findings - [Audit Project Name/ID]**

Dear [Recipient Name],

This letter follows the completion of the audit conducted on [Audit Date/Period] regarding [Scope of Audit]. The purpose of this letter is to formally communicate the findings identified during the review process.

**Audit Summary:**

[Briefly describe the overall result, e.g., Satisfactory, Needs Improvement, or Unsatisfactory].

**Key Findings:**

- **Finding 1:** [Description of the issue and the associated risk].
- **Finding 2:** [Description of the issue and the associated risk].
- **Finding 3:** [Description of the issue and the associated risk].

**Required Actions:**

Please provide a formal Management Response and Corrective Action Plan (CAP) for each finding listed above by [Due Date]. Your response should include:

- Steps taken or planned to remediate the findings.
- Individuals responsible for implementation.
- Expected completion dates.

We appreciate the cooperation provided by your team during this audit. If you have any questions regarding these findings, please contact [Name] at [Phone/Email].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]