

## CONFIDENTIAL

**To:** [Recipient Name/Board of Directors/Audit Committee]

**From:** [Your Name/Title]

**Date:** [Insert Date]

**Subject:** Review of Fraud Risk Controls and Whistleblower Program Effectiveness

Dear [Recipient Name],

This formal communication serves to outline the current standing and necessary enhancements regarding [Firm Name]'s internal fraud risk controls and the integrity of our whistleblower programs.

### 1. Assessment of Fraud Risk Controls

The existing internal control framework has been reviewed to ensure compliance with professional auditing standards. Current focus areas include:

- Segregation of duties within high-risk financial processes.
- Rigorous verification of client data and manual journal entries.
- Enhanced oversight of senior management override capabilities.

### 2. Whistleblower Program Integrity

To maintain the highest ethical standards, our whistleblower program must ensure:

- **Anonymity:** Guaranteed protection of identity for any employee reporting suspected financial misconduct.
- **Non-Retaliation:** Strict enforcement of policies prohibiting any form of professional reprisal.
- **Independent Review:** Protocols for reports to be investigated by neutral third parties or independent committees.

### 3. Identified Vulnerabilities

[Insert specific observations regarding gaps in current accounting software, reporting delays, or training deficiencies here.]

### 4. Recommended Actions

It is recommended that the firm conduct an immediate audit of [Specific Department/Process] and update the whistleblower hotline accessibility to ensure all staff members are aware of secure reporting channels.

We remain committed to maintaining transparency and protecting the firm's reputation against fraudulent activities. Please treat the contents of this letter with the utmost confidentiality.

Sincerely,

[Signature]  
[Typed Name]  
[Title/Department]