

Date: [Insert Date]

To: [Recipient Name/Title]

From: [Internal Audit/Finance Department]

Subject: Management Letter: Findings on Expense Reimbursement Irregularities

Dear [Recipient Name],

During the recent review of expense reimbursement claims for the period of [Insert Date Range], our department identified several irregularities that require immediate management attention.

1. Description of Irregularities

The following issues were observed during the audit process:

- [Description of specific finding, e.g., missing original receipts]
- [Description of specific finding, e.g., duplicate submissions]
- [Description of specific finding, e.g., non-compliant personal expenses]

2. Risk Assessment

The identified irregularities present the following risks to the organization:

- Financial loss due to unauthorized or inflated payments.
- Inaccurate financial reporting and budget variances.
- Potential tax implications and regulatory non-compliance.

3. Recommendations

To mitigate these risks and improve internal controls, we recommend the following actions:

- Enforce a strict policy requiring original, itemized receipts for all claims.
- Implement a secondary review process for high-value reimbursements.
- Conduct mandatory training for employees on the corporate expense policy.

4. Management Response

Please provide a written response by [Insert Date] outlining the corrective actions taken or planned to address these findings.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]