

To: [Recipient Name / Department]
From: [Internal Audit Team]
Date: [Date]
Subject: Internal Audit Conclusion Letter with Recommendations

Internal Audit Conclusion Letter

Dear [Recipient Name / Department],

We have completed the internal audit of [Scope/Area/Department] for the period of [Audit Period]. The objective was to evaluate the adequacy and effectiveness of internal controls, compliance with policies and procedures, and to identify areas for improvement.

Based on our audit procedures and findings, we present the following conclusions and recommendations.

Conclusions

Overall, the internal controls within [Scope/Area/Department] were found to be [Adequate/Inadequate/Require Improvement]. Significant observations include:

- [Observation #1 - summary of finding]
- [Observation #2 - summary of finding]
- [Observation #3 - summary of finding]

Recommendations

- [Recommendation #1 - action to be taken]
- [Recommendation #2 - action to be taken]
- [Recommendation #3 - action to be taken]

We appreciate the cooperation and support from all staff involved during this audit. Please review the above recommendations and implement corrective actions by the stipulated timelines.

Should you have any questions or require further clarification, please contact the Internal Audit Team.

Sincerely,
[Audit Team Lead Name]
Internal Audit Team

Important Notes

- This document serves as an official communication of audit results and recommendations.
- Recommendations are meant to enhance internal controls and should be reviewed for timely implementation.
- The conclusion letter must be retained for record-keeping and future reference.
- Follow-up audits may be conducted to assess corrective action implementation.