

[Date]

[Recipient Name]

[Title]

[Organization Name]

[Address Line 1]

[Address Line 2]

**Subject: Final Audit Closure Resolution Letter - [Audit Reference Number/Project Name]**

Dear [Recipient Name],

This letter serves as formal notification that the audit of [Business Unit/Process Name] for the period of [Start Date] to [End Date] is now officially closed.

The Internal Audit Department has reviewed the corrective actions implemented in response to the findings detailed in the Final Audit Report dated [Date of Report]. Based on our follow-up assessment and the documentation provided, we have determined that all identified risks have been addressed and all recommendations have been successfully resolved.

The status of the findings is as follows:

- **Total Findings:** [Number]
- **Resolved/Closed:** [Number]
- **Open/Pending:** [Number/None]

We appreciate the cooperation and transparency shown by your team throughout the audit and resolution process. No further action is required at this time.

Should you have any questions regarding this closure, please contact [Contact Person Name] at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Department Name]

cc: [Name of Executive/Stakeholder]

[Name of Department Head]