

SAMPLE AUDIT LETTER #2 – SOME DISCREPANCIES IN TRANSACTIONS NOTED

Non-federal Entity (NFE) Name (or Letterhead)
Mailing Address

Date of Letter

To: Office of the Staff Judge Advocate
Commander, Fleet Activities Yokosuka
PSC 473 Box 1
FPO AP 96349

Date Audit Conducted: _____

The below-named members of the audit team reviewed the records of our organization on the date indicated above and found that the transactions satisfactorily adhered to our bylaws, and any other regulations or policies that govern our organization, with the following exceptions:

- 1.
- 2.
- 3.

Our organization is taking the following corrective actions:

- 1.
- 2.
- 3.

We certify that to the best of our knowledge and ability, the amounts shown on the PRIVATE ORGANIZATION AUDIT REPORT – form CFAY 5760/2 (Rev. 7-20) are an accurate and a truthful representation of our organization’s finances.

Audit Team:

Printed Name	Signature
Printed Name	Signature
Printed Name	Signature