

**Name of MDA: .....**  
**Internal Audit Unit**

## Form 21: Memo for Issuing Internal Audit Report

Date:

To .....  
Title of Head of the Office/Project  
..... Name of Office/Project  
.....(Address)

I am pleased to forward the internal audit report of .....Office/Project. The audit was conducted during (.....month and year 20...) We have conducted the audit as per the internal audit manual of MDA that requires, we plan and conduct the audit in line with good practices of internal auditing.

The findings of the audit were discussed with you/and or your office on (date .....). Comments and evidence received during the exit meeting and all evidence taken into account. This report contains (....) observations out of that (...) observations have monetary involvement. We have offered recommendations for your action that will lead to the improvement of the office/project management.

I, hereby, request your response on the report by 7 working days along with your plan for implementation of recommendations.

Director/HIA/CAE  
Internal Audit Unit

**CC:**

- PAO
- Head of MDA