[Date—One to two weeks before Audit Committee meeting]

**IMPORTANT**

**The Office policy is to issue controlled documents electronically. Upon request from the entity, teams may provide a maximum of two hard copies of OAG controlled documents**.

Entity Hard Copy Transmission Draft Audit Report Letter (for special examination)

Jul-2019

Template Owner: Audit Services

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[Civil title, Name and Surname of the recipient]

[Chair of the Audit Committee of the Board of Directors]

[Department name, agency or business]

[Building name]

[Street number and name, Floor, Tower, Suite]

[City, Province]  [Postal code]

Dear [Civil title and surname of the recipient]:

*This template is to be used when hard copies are sent to the entity. On request from the entity, teams may provide* ***a maximum of two hard copies*** *of OAG-controlled documents.*

As indicated in our letter dated [date the Entity Transmission Draft Audit Report Letter was sent to the entity by email with the CODI document], you will find enclosed [xx—*maximum of 2 hard copies*] controlled copies [numbered xx to xx] of the [English/French] transmission draft report on our special examination of [entity’s name] that we plan to submit to the Board of Directors on [day month year].

Please note that [this copy / these copies] will need to be returned to the Office of the Auditor General of Canada no later than one week after the submission of the final report.

We look forward to meeting with you to discuss the *Special Examination Report*. If you have any questions or concerns, please contact me or [Name of audit director] at 613‑995‑3708.

Yours sincerely,

[Name]  
Principal (responsible for the audit)  
240 Sparks Street  
Ottawa, Ontario  K1A 0G6

Attachments (2): [Date and control number of each audit document enclosed] [e.g. Special examination draft audit report dated (day month year), copies 1‑2]

c.c.: [Name of the head of the Crown corporation], CEO of [name of entity]