[Date]

Transmission of Final Special Examination Report to Board Members Letter

Dec-2022

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To the Board of Directors of [Crown corporation’s name]:

We have completed the special examination of [Crown corporation’s name] in accordance with the plan presented to the Audit Committee of the Board of Directors on [day month year]. As required by section 139 of the Financial Administration Act, we are pleased to provide the attached final special examination report to the Board of Directors.

[*Optional:* Pursuant to section 140 of the *Financial Administration Act*, it is the Auditor General’s view that this report contains information that should be brought to the attention of the Minister of [department’s name]. Accordingly, following consultation with the board, we will be forwarding a copy of the report to the Minister.] We will [also] present this report for tabling in Parliament shortly after it has been made public by [Crown corporation’s name].

We will be pleased to respond to any comments or questions you may have concerning our report when we present it at your meeting on [day month year].

We would like to take this opportunity to express our appreciation to the corporation’s board members, management, and staff for the excellent cooperation and assistance offered to us during the examination.

Yours sincerely,

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