[*This letter accompanies the translation of the final audit report when the entity has requested the DM draft in one official language only—the translation will be sent to the entity at T‑minus 1*]

Entity Translation of Final Audit Report Letter (for performance audits)

Nov-2018

Template Owner: Audit Services

Layout maintained by: Design and Publishing

[Date]

[Civil title, Name and Surname of the recipient—usually the head of the entity’s internal audit function]

[Title]

[Entity name]

[Building name]

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

[City, Province/Territory]  [Postal code]

Dear [Civil title and surname of the recipient]:

We are providing you and the persons identified by your organization with electronic access to the [French/Inuktitut]-translated version of the final report on our performance audit of [subject of the audit], to be published in the [Season 20XX] Report[s] of the [Auditor General of Canada / Commissioner of the Environment and Sustainable Development].

We are providing you with this translated version of the final audit report for information only, in order for your organization to prepare for tabling.

This translated audit report is a controlled document and must be kept confidential. It is labelled “NOT TO BE COPIED, Property of the Office of the Auditor General of Canada, Protected A.” Therefore, until it is [tabled in the House of Commons / the Legislative Assembly], please treat this audit report accordingly.

Yours sincerely,

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