

# Stakeholder memorandum

Complete each section of the stakeholder memorandum template to communicate your audit results and recommendations to stakeholders:

- Scope
- Goals
- Critical findings (must be addressed immediately)
- Findings (should be addressed, but no immediate need)
- Summary/Recommendations

Use information from the following documents:

- [Botium Toys: Audit scope and goals](#)
- Controls assessment (completed in “Conduct a security audit, Part 1”)
- Compliance checklist (completed in “Conduct a security audit, Part 1”)

*[Use the following template to create your memorandum]*

TO: IT Manager, Stakeholders

FROM: (Your Name)

DATE: (Today’s Date)

SUBJECT: Internal IT Audit Findings and Recommendations

Dear Colleagues,

Please review the following information regarding the Botium Toys internal audit scope, goals, critical findings, summary and recommendations.

**Scope:**

**Goals:**

**Critical findings** (must be addressed immediately):

**Findings** (should be addressed, but no immediate need):

## Summary/Recommendations: