# 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](https://docs.google.com/document/d/1DWmu8rVrIY_vGR3nRCUl7sxekN2fGRYypcF6ej8YheA/template/preview)
* 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:**