

Finance Audit Engagement Notification

Date: [Insert Date]

[Association Name]

[Association Address]

[City, State, Zip Code]

Dear [Association Board/Committee Members],

We are writing to inform you that we will be conducting a financial audit of [Association Name] for the fiscal year ending [Insert Date]. This audit is part of our commitment to ensure transparency and accountability in managing the association's finances.

The audit will take place from [Start Date] to [End Date], and we aim to complete our review by [Completion Date]. During this period, our audit team will be on-site to examine financial records and other relevant documents.

Your cooperation and support in providing the necessary information will be greatly appreciated. If you have any questions or concerns regarding the audit process, please do not hesitate to reach out to us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[Your Contact Information]