

Letter of Agreement for Third-Party Audit Collaboration

Date: [Insert Date]

From: [Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Auditor's Company Name]
[Auditor's Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Dear [Auditor's Name],

We are writing to formalize our agreement for the collaboration in conducting a third-party audit of [specific project or area] as discussed on [discussion date]. The purpose of this audit is to ensure compliance with [specific regulations or standards] and to enhance our operational efficiency.

The terms of our collaboration are as follows:

1. **Scope of Work:** [Define the scope of the audit]
2. **Timeline:** [Specify start and end dates]
3. **Compensation:** [Outline payment terms]
4. **Confidentiality:** [State confidentiality obligations]
5. **Reporting:** [Indicate how and when results will be reported]

By signing below, each party agrees to adhere to the terms outlined in this letter of agreement.

Thank you for your collaboration. We look forward to a productive audit process.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]

Agreed and Accepted:

[Auditor's Name]

[Auditor's Position]

[Auditor's Company Name]

Date: _____