

# Audit Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Contact Name],

We are pleased to confirm our understanding of the audit engagement for [insert name of third-party services] for the year ending [insert year]. This letter outlines the services we will provide and the respective responsibilities of both parties.

## Services to be Provided

We will perform an audit of the accompanying financial statements of [Organization Name] which comprise the balance sheet as of [date], and the related statements of income, changes in equity, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

## Responsibilities

Our responsibilities will include conducting the audit in accordance with [applicable auditing standards]. We will provide our professional opinions based on our audit findings.

## Management's Responsibilities

The management of [Client's Company Name] is responsible for the preparation and fair presentation of the financial statements in accordance with [applicable financial reporting framework]. This responsibility includes designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of the financial statements.

## Timing and Fees

The audit will be conducted during the period of [insert timeframe], and our fees for the services will be [insert fee structure].

If you have any questions regarding this engagement letter, please do not hesitate to contact us.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]