

# Request for Third-Party Audit Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Auditing Firm Name]

[Contact Person]

[Firm Address]

[City, State, Zip Code]

Dear [Contact Person],

We are seeking a qualified third-party audit firm to conduct a comprehensive audit of our company's financial statements for the fiscal year [insert year]. We are particularly interested in your firm's expertise and experience in [specific area of focus, if any].

We would appreciate it if you could provide us with your proposal outlining your services, fees, and the timeline for the audit process. Additionally, please include any relevant credentials and references from previous clients.

The deadline for submitting your proposal is [insert deadline date]. We look forward to your response.

Thank you for considering our request.

Sincerely,

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