

# Terms and Conditions for Third-Party Audit

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to provide you with our terms and conditions for conducting a third-party audit of your operations. This letter outlines our agreement regarding the audit process, deliverables, responsibilities, and confidentiality.

## 1. Scope of the Audit

The audit will cover the following areas: [Specify areas of the audit].

## 2. Audit Timeline

The audit will commence on [Start Date] and is expected to conclude by [End Date].

## 3. Fees and Payment

The total fee for the audit services will be [Amount]. Payment terms are as follows: [Specify payment schedule].

## 4. Responsibilities

Both parties agree to the following responsibilities: [Outline responsibilities of both parties].

## 5. Confidentiality

All information shared during the audit process will be treated as confidential and will not be disclosed to any third parties without prior consent.

## 6. Contact Information

For any questions regarding this audit, please contact [Your Name] at [Your Phone Number] or [Your Email].

Thank you for the opportunity to assist you with this audit. Please sign below to indicate your acceptance of these terms and conditions.

\_\_\_\_\_

[Client's Name] (Signature) [Your Name] (Signature)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]