

# Financial Audit Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our understanding of the engagement to conduct a financial audit of your organization for the fiscal year ending [Fiscal Year End Date]. The purpose of this audit is to assess compliance with applicable laws and regulations, as well as to evaluate the accuracy and completeness of the financial statements.

The scope of our audit will include, but not be limited to, the following procedures:

- Reviewing internal controls and compliance with financial reporting standards.
- Performing substantive testing of account balances.
- Obtaining confirmations from third parties as necessary.
- Evaluating the overall presentation of the financial statements.

We anticipate that our audit will commence on [Start Date] and conclude by [End Date]. We appreciate your cooperation and will rely on your staff to provide us with the necessary assistance in completing our audit.

Our fees for this engagement will be discussed and agreed upon prior to the start of the work. Please confirm your acceptance of this engagement by signing and returning a copy of this letter.

Thank you for choosing [Your Firm's Name]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Firm's Name]

[Your Contact Information]

Agreed and accepted by:

[Client's Name]

[Title]

[Date]