

Financial Audit Mandate for Annual Reviews

Date: [Insert Date]

To: [Insert Auditor's Name]

[Insert Auditor's Firm Name]

[Insert Auditor's Address]

[Insert City, State, Zip Code]

Dear [Insert Auditor's Name],

We are writing to formally engage your services for the financial audit of [Insert Company Name] for the fiscal year ending [Insert Date]. This letter outlines the scope of the audit, responsibilities of both parties, and the timeline for the review process.

Scope of the Audit

The audit will cover the following:

- Review of financial statements and accounting practices
- Assessment of internal controls
- Compliance with applicable regulations and standards

Responsibilities

Our responsibilities include providing you with access to all relevant financial records, ensuring that all information is complete and accurate, and addressing any inquiries you may have during the audit process.

Your responsibilities include conducting the audit in accordance with [Insert applicable standards] and providing a report of your findings by [Insert deadline].

Timeline

We anticipate the following timeline:

- Initial meeting: [Insert Date]
- Fieldwork: [Insert Dates]
- Draft report: [Insert Date]
- Final report: [Insert Date]

We appreciate your collaboration in this important process and look forward to working together. Please indicate your acceptance of this mandate by signing and returning a copy of this letter.

Best regards,

[Insert Your Name]

[Insert Your Title]

[Insert Company Name]

[Insert Company Address]

[Insert City, State, Zip Code]

Accepted by:

[Insert Auditor's Name]

[Insert Title]

[Insert Firm Name]
