

# Charity Audit Engagement Confirmation

Date: [Insert Date]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

Dear [Charity Contact Name],

We are writing to confirm our engagement to perform an audit of the financial statements of [Charity Name] for the year ending [Insert Year]. This engagement will be conducted in accordance with generally accepted auditing standards.

The objective of our audit is to express an opinion on the financial statements of [Charity Name] as of [Insert Year End]. Our audit will be conducted under the understanding that the financial statements are the responsibility of management. We will also review the internal control systems to ensure compliance with applicable laws and regulations.

The audit will begin on [Start Date] and is expected to be completed by [Completion Date]. We will communicate with you regularly throughout the process and will provide updates on our progress.

Please confirm your acceptance of this engagement by signing and returning a copy of this letter.

Thank you for the opportunity to work with [Charity Name]. We look forward to your confirmation.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip Code]

Accepted and agreed by:

[Charity Contact Name]

[Title]

[Date]