

Audit Proposal Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to submit this proposal for conducting a detailed audit of [Recipient Company Name]'s financial statements and internal processes for the fiscal year ending [Fiscal Year End Date]. Our team at [Your Company Name] is dedicated to providing thorough and insightful auditing services, and we are committed to delivering exceptional value to your organization.

Scope of Audit

- Review of financial statements
- Assessment of internal controls
- Compliance checks with applicable regulations
- Risk management evaluation

Audit Methodology

Our audit approach involves a combination of planning, detailed evaluation of financial records, and interviews with key personnel to ensure a comprehensive understanding of your operational and financial processes.

Timeline

We propose the following timeline:

- Kick-off Meeting: [Date]
- Fieldwork: [Start Date - End Date]

- Draft Report Submission: [Date]
- Final Report Delivery: [Date]

Estimated Costs

The estimated cost for the audit services will be [Insert Cost]. This includes all labor and overhead costs associated with conducting the audit.

We believe our deep expertise and commitment to excellence will provide you with a valuable audit experience. We look forward to the opportunity to work with [Recipient Company Name]. Please feel free to reach out with any questions or if you require further details.

Thank you for considering our proposal.

Sincerely,
[Your Name]
[Your Position]
[Your Company]