

# Audit Service Proposal

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To,

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, ZIP Code]

## **Subject: Audit Service Proposal for [Institution Name]**

Dear [Recipient Name],

We are pleased to present our proposal for audit services to [Institution Name]. Our firm, [Your Company Name], has extensive experience in providing audit services specifically tailored to educational institutions.

### **Scope of Services**

- Financial Statement Audit
- Compliance Audit
- Internal Control Assessment

### **Benefits of Our Services**

- Expertise in Educational Sector Regulations
- Customized Audit Plans
- Timely Reporting and Recommendations

## **Proposed Fee Structure**

Our estimated fee for the audit services will be [Insert Fee]. This includes the preliminary assessment and final report presentation.

We look forward to the opportunity to discuss this proposal further and how we can assist [Institution Name] in maintaining the highest standards of financial accountability.

Thank you for considering our proposal. Please feel free to contact us at [Your Phone Number] or [Your Email Address] with any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]