

Audit Service Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Nonprofit Organization Name]

[Nonprofit Organization Address]

[City, State, Zip Code]

Dear [Nonprofit Organization Contact Person],

We are pleased to submit our proposal for audit services for [Nonprofit Organization Name]. Our firm, [Your Company Name], has extensive experience in providing audit services specifically tailored to nonprofit organizations and we understand the unique challenges you face.

Scope of Services

- Financial Audit
- Internal Control Review
- Compliance Testing
- Meeting with the Board

Proposed Timeline

We anticipate completing the audit by [Insert Date].

Fee Structure

Our estimated fee for the audit services is [Insert Fee]. This fee is inclusive of all services outlined above.

We believe our expertise and commitment to excellence will greatly benefit [Nonprofit Organization Name]. We look forward to the opportunity to work together.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]