

Audit Service Proposal

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company Name]

Address: [Client's Address]

Dear [Client's Name],

We appreciate the opportunity to present our proposal for audit services tailored specifically for your small business, [Client's Company Name]. Our objective is to assist you in maintaining the integrity of your financial records and ensuring compliance with applicable regulations.

Our Services Include:

- Comprehensive financial audits
- Internal control assessment
- Tax compliance review
- Consultation on best practices

Why Choose Us?

With years of experience in serving small businesses, our dedicated team provides personalized attention, ensuring that your specific needs are met while adhering to the highest professional standards.

Proposed Timeline:

We anticipate starting the audit process on [proposed start date] and completing it by [proposed end date].

Fee Structure:

The total fee for our audit services will be [insert fee structure]. We assure you that there will be no hidden costs.

We look forward to the possibility of working together. Please feel free to contact us at [Your Phone Number] or [Your Email] should you have any questions or wish to discuss this proposal in further detail.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email]