

# Audit Engagement Acceptance Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our acceptance of the audit engagement for [Client's Company Name] for the fiscal year ended [Insert Year]. Our team is looking forward to working with you and your staff in order to provide a high-quality audit service.

The objectives of our audit will be to express an opinion on the financial statements and to ensure compliance with applicable laws and regulations. The audit will be conducted in accordance with International Standards on Auditing (ISA).

The terms of our engagement are enclosed in the attached agreement, which outlines the scope of our work, including our responsibilities, your responsibilities, and the audit fee structure. Please review the document and sign it to confirm your acceptance.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for choosing [Your Firm's Name]. We look forward to a successful audit.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]