

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 engagement to conduct a compliance audit for [Client's Organization Name] for the fiscal year ending [Insert Date]. This audit will be performed in accordance with applicable auditing standards and will focus on compliance with [specific regulations or standards].

The objectives of our audit will include:

- Evaluating compliance with applicable laws and regulations.
- Assessing the effectiveness of internal controls related to compliance.
- Identifying areas for improvement and providing recommendations.

Please provide access to all relevant documents and personnel as discussed. Our planned timeline for the audit will commence on [Start Date] and conclude with an audit report delivery by [Delivery Date].

If you agree with the terms outlined above, please sign below to indicate your acceptance of this engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, ZIP Code]

[Your Contact Information]

Accepted by:

[Client's Name]

[Client's Title]

[Client's Organization Name]