

# 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 to examine the financial statements of [Company Name] for the fiscal year ending [Fiscal Year End Date]. We appreciate the opportunity to work with you and your team.

Our audit will be conducted in accordance with generally accepted auditing standards and will include tests of the accounting records and other procedures we consider necessary to express an opinion on the financial statements.

The proposed timeline for the audit will include the following key milestones:

- Kick-off meeting: [Date]
- Interim fieldwork: [Date]
- Final fieldwork: [Date]
- Draft financial statements: [Date]
- Final financial statements and report: [Date]

We will require access to the relevant documents and personnel during the audit process. Please let us know if you have any questions or specific concerns regarding this engagement.

Thank you for choosing [Your Firm's Name]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Contact Information]