

# Audit Engagement Acceptance Letter

Date: [Insert Date]

To,

[Recipient Name]

[Title]

[Government Entity Name]

[Address]

[City, State, ZIP]

Dear [Recipient Name],

Subject: Acceptance of Audit Engagement

We are pleased to confirm our acceptance of the audit engagement for the financial year ending [Insert Date] for [Government Entity Name]. Our audit will be conducted in accordance with the applicable auditing standards and the guidelines set forth by [Relevant Regulatory Body].

Our objective is to provide an independent audit opinion on the financial statements of [Government Entity Name] and to assess the internal control system's effectiveness. The audit will commence on [Insert Start Date] and is expected to conclude on [Insert Completion Date].

We appreciate the opportunity to work with [Government Entity Name] and look forward to contributing to the transparency and integrity of your financial reporting processes. Please find attached our engagement letter that outlines the scope of the audit, responsibilities, and other terms and conditions.

If you have any questions or require further details, please feel free to contact me at [Your Contact Information].

Thank you for your trust in our firm. We look forward to a successful audit engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Address]

[City, State, ZIP]

[Email]

[Phone Number]