

# Letter of Audit Engagement Acceptance

Date: [Insert Date]

[Client's Name]

[Client's Position]

[Client's Company]

[Client's Address]

Dear [Client's Name],

We are pleased to confirm our acceptance of the engagement to perform an internal audit for [Client's Company]. This engagement will cover the period from [Start Date] to [End Date] and will focus on [specific areas of the internal audit].

Our objectives will include evaluating the adequacy and effectiveness of internal controls, compliance with applicable policies and regulations, and providing recommendations for improvement.

The key personnel involved in this engagement will be [Names of Audit Team Members]. We will maintain open communication throughout the audit process and ensure that you are informed of any significant findings.

The fee for this engagement will be [Fee Amount], and we will provide an invoice upon completion of the work.

Please indicate your acceptance of this engagement by signing and returning the enclosed copy of this letter.

We look forward to working together to enhance the internal audit function at [Client's Company].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Accepted by:

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[Client's Name]

[Client's Position]