

Audit Engagement Acceptance Letter

Date: [Insert Date]

[Nonprofit Organization Name]
[Nonprofit Organization Address]
[City, State, Zip Code]

Dear [Nonprofit Organization Contact Name],

We are pleased to confirm our acceptance of the engagement to audit the financial statements of [Nonprofit Organization Name] for the year ending [Insert Year]. We appreciate the opportunity to work with your organization and contribute to your mission.

Our responsibilities will include conducting the audit in accordance with generally accepted auditing standards and issuing our opinion on the financial statements. We plan to commence the audit fieldwork on [Insert Start Date] and expect to complete the audit by [Insert Completion Date].

We will be coordinating with your staff to facilitate a smooth audit process. Please do not hesitate to contact us should you have any questions or require further information.

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

Sincerely,

[Your Name]
[Your Title]
[Your Firm Name]
[Your Firm Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]