

Audit Engagement Acceptance Letter

Date: [Insert Date]

To,

[Client's Name]
[Client's Position]
[Company Name]
[Company Address]

Dear [Client's Name],

We are pleased to confirm our acceptance of the engagement to perform an operational audit for [Company Name]. This engagement will cover the period from [Start Date] to [End Date], and will encompass an evaluation of the efficiency and effectiveness of your operations.

The objectives of the audit will include, but are not limited to:

- Assessing operational processes for efficiency and effectiveness.
- Identifying areas for improvement.
- Evaluating compliance with applicable regulations and standards.

We appreciate the opportunity to work with you and your team. Our audit team will be in touch with you to discuss the next steps and coordinate the necessary arrangements for the engagement.

Thank you for entrusting us with this important task. We look forward to a successful collaboration.

Sincerely,

[Your Name]
[Your Position]
[Your Firm/Company Name]
[Contact Information]