

# Audit Engagement Acceptance Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our acceptance of the audit engagement for [Client Name] for the fiscal year ending [Fiscal Year End Date]. This letter outlines the terms and scope of our engagement.

## Scope of Work

We will conduct our audit in accordance with the standards established by the Public Company Accounting Oversight Board (PCAOB) and will issue our opinion on the financial statements for the period mentioned above.

## Responsibilities

It is understood that management is responsible for the fair presentation of the financial statements in accordance with generally accepted accounting principles (GAAP) and for designing and implementing internal controls.

## Fees

Our fees for this engagement will be [Insert Fee Amount/Structure].

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

We look forward to working with you and are committed to delivering high-quality audit services.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip Code]

Accepted by:

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[Client Name]

[Client Title]

[Date]