

Audit Engagement Acceptance Letter

Date: [Insert Date]

[Client's Name]
[Client's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our acceptance of the audit engagement for [Company Name] for the fiscal year ending [Fiscal Year End Date]. We look forward to working with you and your team in providing our audit services.

Our objective for this audit is to render our opinion on the fairness of your financial statements in accordance with [Applicable Financial Reporting Framework]. We will conduct our audit in accordance with generally accepted auditing standards.

The following outlines the scope and timeline of our audit:

- Scope of Services: [Brief description of audit services]
- Timeline: [Proposed timeline for the engagement]

Your responsibilities include providing access to all relevant records, documents, and personnel that we may require for our work. We trust you will assist us in fulfilling these requirements.

We appreciate the opportunity to work with you. Please sign a copy of this letter and return it to us to confirm your acceptance of our terms and conditions.

Sincerely,

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

Agreed and Accepted by:

[Client's Name]
[Client's Title]

[Company Name]

[Date]