

Audit Services Proposal for [Charitable Foundation Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Recipient Name]

[Charitable Foundation Name]

[Foundation Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to submit our proposal for audit services to [Charitable Foundation Name]. Our firm specializes in providing comprehensive audit services tailored specifically for charitable organizations.

Our Services Include:

- Financial Statement Audits
- Compliance Audits
- Program Effectiveness Assessments
- Internal Control Reviews
- Consultation on Best Practices

Our Experience:

Our team has extensive experience working with various charitable foundations and nonprofit organizations. We understand the unique challenges faced in the charitable sector and are committed to helping you meet your goals.

Proposed Timeline:

We anticipate completing the audit process within [number of weeks] weeks, with a detailed report provided at the conclusion.

Fee Structure:

Our proposed fee for the audit services is [Insert Fee]. This fee includes all aspects of the audit process as detailed above.

We are excited about the possibility of working with [Charitable Foundation Name] and contributing to your important mission. Please feel free to reach out with any questions or to schedule a meeting to discuss this proposal further.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]