

Engagement Letter for Financial Review

[Date]

[Charity Organization Name]

[Organization Address]

[City, State, ZIP]

Dear [Organization Representative's Name],

We are pleased to confirm our understanding of the engagement to perform a financial review of [Charity Organization Name] for the fiscal year ended [Fiscal Year End Date]. Our review will be performed in accordance with the applicable standards and will provide limited assurance that there are no material modifications that should be made to the financial statements for them to be in conformity with [Applicable Financial Reporting Framework].

The objective of our review is to provide our conclusion, based on the information and inquiries made, to assist in the management's assessment of the financial status of the organization. We will provide our report based on the findings from the review performed.

Our fees for this engagement will be [Fee Structure]. Invoices will be issued at the completion of the review. Please make payment within [Payment Terms] days of receipt.

We appreciate the opportunity to serve [Charity Organization Name] and are looking forward to working together on this engagement. Please feel free to reach out if you have any questions or require any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, ZIP]

[Your Phone Number]

[Your Email Address]