

Engagement Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip]

Subject: Engagement Terms for Auditing Services

Dear [Client Name],

We are pleased to confirm our understanding of the engagement to provide auditing services for [Nonprofit Organization Name] for the fiscal year ending [Fiscal Year End Date]. This letter outlines our engagement terms.

Scope of Services

We will conduct an audit of your financial statements in accordance with generally accepted auditing standards (GAAS). Our audit will provide an opinion on the financial statements of [Nonprofit Organization Name].

Responsibilities of Management

Management is responsible for the preparation and fair presentation of the financial statements, as well as the design and implementation of internal controls.

Fees

Our fee for the audit will be [Insert Fee], billed upon completion of the audit.

Confidentiality

We will maintain the confidentiality of all information obtained during the audit process, except as required by law or as agreed upon.

Acceptance

If you agree with the terms of this engagement, please sign and return the enclosed copy of this letter.

We appreciate the opportunity to work with [Nonprofit Organization Name] and look forward to a successful engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip]

Accepted by:

[Name of Authorized Person]

[Title]

[Nonprofit Organization Name]