

Audit Service Engagement Agreement

Date: [Insert Date]

To: [Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our understanding of the engagement to provide audit services for [Client Company Name] for the fiscal year ending [Insert Date]. This letter outlines our agreement regarding the audit services we will provide.

Scope of Services

We will conduct an audit of the financial statements of [Client Company Name] in accordance with generally accepted auditing standards (GAAS). The objectives of our audit are:

- To obtain reasonable assurance that the financial statements are free from material misstatement.
- To express an opinion on the fairness of the financial statements.

Fees

Our fees for the services described will be based on the time spent and the level of skill required, billed at our standard hourly rates. We estimate that the total fee will be approximately [Insert Estimated Amount].

Responsibilities

It is the responsibility of [Client Company Name]'s management to:

- Provide us with access to all information relevant to the preparation of the financial statements.
- Ensure the accuracy and completeness of the financial records.

Confirmation

If the terms outlined in this letter are acceptable to you, please sign and return a copy of this letter.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Agreed and Accepted by:

[Client Name]

[Title]

[Date]