

Internal Audit Engagement Proposal

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

Dear [Client's Name],

We are pleased to submit this proposal for our internal audit services to [Client's Company Name]. Our firm, [Your Company Name], specializes in delivering comprehensive internal audit engagements that provide value and essential insights into your organization's operations.

Engagement Objectives

- Identify areas for operational improvement.
- Assess the effectiveness of internal controls.
- Ensure compliance with relevant regulations.

Scope of Services

The proposed scope of our internal audit engagement includes:

- Risk Assessment
- Control Evaluation
- Financial Statement Review
- Operational Efficiency Analysis

Timeline

We estimate the engagement will take approximately [Insert Duration] to complete, commencing on [Insert Start Date].

Fees

The total fee for our services will be [Insert Fee], based on the time and resources required to complete the engagement.

We look forward to the opportunity to work with you and support [Client's Company Name] in achieving its objectives. If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]