

# Special Audit Engagement Acceptance Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to inform you that we accept the engagement for the special audit for the purpose of a due diligence review as discussed. This engagement will concentrate on [briefly describe the scope, e.g., financial statements, operations, compliance].

The objectives of this special audit include, but are not limited to:

- [Objective 1]
- [Objective 2]
- [Objective 3]

As agreed, our fees for this engagement will be [insert fee structure], and we expect to complete our review by [insert completion date]. Please confirm your acceptance of this engagement by signing below and returning this letter to us at your earliest convenience.

If you have any questions, feel free to contact us at [insert contact information]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Accepted by:

[Client's Name]

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Date: \_\_\_\_\_