

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Title]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our acceptance of the engagement to conduct a special audit of the financial statements of [Client's Company Name] for the period ending [Date]. Our audit will be conducted in accordance with applicable auditing standards and will be focused on the specific areas outlined in your request.

The objective of this audit is to provide you with an independent assessment of the financial statements to address the concerns raised regarding [specific concerns]. We appreciate your trust in us and are committed to providing you with the highest level of service.

Please find attached our engagement proposal outlining the scope, timeline, and fee structure for the audit. We look forward to working with you and your team.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]