

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 confirm our acceptance of the engagement to conduct a special forensic audit for [Client's Company Name] ("the Company"). This audit will be performed in accordance with the applicable legal and professional standards, focusing on [briefly describe the purpose, e.g., fraud investigation, financial misconduct, etc.].

Scope of Engagement

The scope of our services will include, but is not limited to:

- Investigation of [specific areas of concern]
- Analysis of financial records
- Interviews with personnel as necessary
- Preparation of a detailed report of findings

Fees and Payment Terms

Our fees for this engagement will be based on the actual time spent at our standard hourly rates. We will provide you with an estimate of the total fees upon review of the initial findings.

Timeline

We anticipate commencing our work on [Proposed Start Date] and aim to complete the audit by [Proposed End Date], barring any unforeseen circumstances.

Please confirm your acceptance of this engagement by signing below and returning a copy of this letter at your earliest convenience.

We look forward to working with you and assisting your company in this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

Acceptance:

[Client's Name]

Date: _____