

# Special Audit Engagement Acceptance

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Title]

[Client Company]

[Client Address]

[Client City, State, Zip Code]

## **Subject: Acceptance of Engagement for Special Audit on Internal Controls**

Dear [Client Name],

We are pleased to confirm our acceptance of the engagement to conduct a special audit of the internal controls at [Client Company]. This assessment aims to evaluate the effectiveness and efficiency of the internal control processes currently in place.

The scope of our audit will include:

- Review of existing internal control frameworks
- Testing of control activities and compliance
- Identification of gaps and areas for improvement
- Recommendations for strengthening controls

The engagement is expected to commence on [Start Date] and will be completed by [End Date]. We will ensure to keep you informed throughout the process and provide a detailed report upon completion of the audit.

We appreciate the opportunity to work with [Client Company] and look forward to a successful engagement.

Thank you for trusting us with this important task.

Sincerely,

[Your Name]

[Your Title]

[Your Company]