

# Special Audit Engagement Acceptance Letter

Date: [Insert Date]

To,

[Client's Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our acceptance of the special audit engagement for the operational audit of [Company Name]. This audit will focus on evaluating the efficiency and effectiveness of the operational processes within your organization.

As discussed, the objectives of this audit will include:

- Assessing operational performance against benchmarks.
- Identifying areas for improvement in efficiency.
- Providing recommendations based on the findings.

The audit will be conducted starting from [Start Date] and we expect to complete it by [End Date]. Our team will maintain open communication throughout the engagement and will keep you informed on the progress and any findings.

We appreciate the opportunity to work with you on this important engagement and look forward to a successful collaboration. Please confirm your acceptance of this engagement by signing and returning the enclosed copy of this letter.

Thank you for your trust in our services.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]

Accepted by:

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[Client's Name]  
[Client's Position]