

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 audit engagement for the performance audit of [specify subject of audit] for the period ending [insert date]. This letter summarizes the terms of our engagement.

Scope of Services

Our audit will include the following:

- [Detail specific areas of focus]
- [Detail methodology to be used]
- [Any other relevant information]

Responsibilities

We will conduct our audit in accordance with [specify applicable standards], and it is our responsibility to report on the findings in accordance with these standards.

Fees

The estimated fee for this engagement is [insert fee structure]. This fee is based on the anticipated time and resources necessary to complete the audit.

Confirmation of Acceptance

Please confirm your acceptance of this engagement by signing and returning this letter by [insert return date].

We appreciate the opportunity to work with you and look forward to your confirmation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Accepted by:

[Client's Name]

[Title]

Date: _____