

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 audit focused on the evaluation of risk management practices within your organization. This engagement will assess the effectiveness of current risk management processes and provide insights into potential improvements.

Scope of Work:

- Evaluation of existing risk management policies and procedures.
- Interviews with key personnel involved in risk management.
- Analysis of risk management reporting and monitoring systems.
- Identification of areas for enhancement and best practices.

Our audit team will begin the engagement on [Start Date] and expects to complete the audit by [End Date]. We will ensure that our work is performed efficiently and with minimal disruption to your operations.

Thank you for the opportunity to assist you in this important evaluation. Should you have any questions or wish to discuss the engagement further, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]