

# Internal Audit Engagement Letter

Date: \_\_\_\_\_

[Recipient's Name]

[Recipient's Title]

[Nonprofit Organization Name]

[Address]

Dear [Recipient's Name],

We are pleased to confirm our engagement to conduct an internal audit for [Nonprofit Organization Name] for the period ending [end date]. The purpose of this audit is to evaluate the effectiveness and efficiency of your organization's operations and ensure compliance with applicable laws and regulations.

## Scope of Work

The internal audit will include, but not be limited to, the following areas:

- Reviewing financial statements and reporting processes
- Assessing internal controls
- Examining compliance with policies and procedures
- Evaluating overall operational efficiency

## Deliverables

Upon completion of the audit, we will provide a detailed report outlining our findings, including any recommendations for improvement.

## Timeline

The engagement will begin on [start date] and is expected to be completed by [completion date].

## Fees

Our fees for this engagement will be [amount], payable upon submission of our final report.

If you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email]. We are looking forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Address]