

Audit Proposal for [Nonprofit Organization Name]

[Date]

To: [Recipient Name]

[Recipient Title]

[Nonprofit Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to present our proposal to conduct an audit for [Nonprofit Organization Name] for the fiscal year ending [Fiscal Year End Date]. Our firm, [Your Firm Name], specializes in audits for nonprofit organizations, and we are committed to providing you with the highest level of service.

Scope of Work

- Evaluate financial statements for accuracy and compliance
- Assess internal controls
- Ensure adherence to grant requirements and regulations

Timeline

The audit process will commence on [Start Date] and will be completed by [Completion Date].

Fees

The total fee for the audit will be [Proposed Amount], with payment terms as follows: [Payment Terms].

Conclusion

We appreciate the opportunity to submit this proposal and look forward to the possibility of working together. Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip Code]