

Audit Services Engagement Letter

Date: [Insert Date]

[Non-Profit Organization Name]

[Address]

[City, State, Zip Code]

Dear [Contact Name],

We are pleased to confirm our understanding of the audit services we will provide for [Non-Profit Organization Name] for the fiscal year ending [Insert Date]. Our engagement will involve the examination of your financial statements in accordance with Generally Accepted Auditing Standards (GAAS).

Scope of Services

We will perform the following:

- Obtain an understanding of internal controls
- Assess the risk of material misstatement
- Perform tests of transactions
- Perform analytical procedures
- Issue a report on the financial statements

Responsibilities

Your responsibilities will include:

- Providing us access to all relevant records
- Preparing the financial statements
- Ensuring compliance with applicable laws and regulations

Fees

Our estimated fee for the audit services will be [Insert Fee] and is based on the expected time and effort involved.

Please confirm your acceptance of this engagement by signing and returning a copy of this letter.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[Your Firm's Phone Number]

[Your Firm's Email]

Agreed and accepted by:

[Name, Title]

Date: _____